

CLASSIFIED CATALOGUE CODE

WITH ADDITIONAL RULES FOR
DICTIONARY CATALOGUE CODE

BY

S R RANGANATHAN



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TO THE MEMORY OF
R KRISHNASWAMY RAO
THE FIRST COLLEAGUE IN CATALOGUING

The Five Laws of Library Science

- 1 Books are for use.
- 2 Every reader his book.
- 3 Every book its reader.
- 4 Save the time of the reader.
Corollary: Save the time of the staff.
- 5 A library is a growing organism.

ग्रन्थालय-शास्त्र-पञ्च-सूत्राणि

ग्रन्थालयी सदासेवि पञ्चसूत्री परायणः ।
ग्रन्था अध्येतुम्-एते च सर्वेभ्यः स्वं स्वमाप्नुः ॥
अध्येतुः समयं शेषेत्-आलयो नित्यमेव च ।
वर्धिष्णुः एव चिन्मूर्तिः पञ्चसूत्री सदा जयेत् ॥

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Part 0

PRELIMINARIES

CHAPTER 01

GENESIS, DEVELOPMENT, AND CONSPECTUS

011 Genesis

0111 SENSE OF REVOLT

THE Classified Catalogue Code owes itself to the sense of revolt induced in the mind while learning cataloguing in 1924-25, in the School of Librarianship of the University College in London. The first cause of revolt was the method of teaching used. Each rule of the Anglo-American Code was taken by itself, to be put into rote-memory as if it were. No attempt at answering the what, the why, or the how of it. No attempt to present the rules as a system. No attempt at studying an alternative code and comparing their relative merits. The second cause was the nature of the Code taught. It was the Anglo-American Code (1) of 1908. Its skeleton nature, its mixing up the author entry and the subject entry, lack of unity in many of its rules—a serious drawback in the drafting of a Code—all these added to the result. There was also a third cause. The volumes of the Classified Catalogue of the Carnegie Library of Pittsburgh and of the Mitchel Library of Glasgow were fascinating. Copies of these were available in the library of the

School of Librarianship. But not a word was said in the class either about Classified Catalogue or about the essential difference between it and Dictionary Catalogue. A fourth cause came out of the discrepancy between the rules taught in the theory class and those prescribed for adoption in the practical class. Here again, nothing was said or done to satisfy the curiosity of students about this difference. Fifthly, the bibliographical details about format, collation and imprint were over-emphasised in the practical class. The revolt made one say within oneself, "When I go back home,"

0112 FACILITY FOR DESIGNING

On going back to Madras, facility of every kind was found to re-think the cataloguing work. In the first place, there was full freedom to do one's best in re-organisation—open access, classification, cataloguing, reference service, simplified practice in administration, staff selection, public relation, in fact in every detail in the running of the library and in building it up. Secondly, the annual accession soon rose from 500 to 6,000. Within a year, this choked the paste-down catalogue in book-form. The necessity to build the catalogue afresh provided the opportunity to change over to card catalogue. This in its turn brought in the opportunity to give up the old method of cataloguing, based on the British Museum Code, modified arbitrarily here and there. The working out of a new Code was taken on hand. Thirdly, much time was spent each day on

floor-duty, observing the classificatory and cataloguing approach of readers to books. Their approach had not been coloured at all by any tradition, as most of them tasted library facility—and open access in particular—for the first time in their lives. This gave as good an approximation as possible to unconventionalised, free, natural mental behaviour on the part of readers. Fourthly, I was fortunate in the first two colleagues selected by me—C Sundaram and K M Sivaraman. Both were young graduates fresh from university. Both were free from any kind of library tradition in any library technique whatever. Both had a participating attitude. Both were devoted to their work. Both were industrious. All the three of us were loyal to one another. In fact, we three worked together in library field, as if it were a case of one mind in three bodies. A quantum of intuition was bringing out the Colon Classification and the Classified Catalogue Code. Intellect was brought into play once a week collectively in all the three—to discuss, check up, and polish the product of intuition, in the light of the experience gained by each of the three during the hours of floor duty. Fifthly, a School of Librarianship was established in 1929. Since then, the author had been teaching cataloguing every year. Sixthly, about 70,000 volumes were classified, catalogued and served during the seven years from 1926 to 1932. During the last two of these years the Colon Classification occupied the conscious

level. The Classified Catalogue Code was, however, shaping itself unexpressed, below the conscious level, except while teaching cataloguing, till 1933 the year of publication of the *Colon classification*.

0113 FIRST FORMULATION

After the *Colon classification* (2) came out, the catalogue-valve between the conscious and the sub-conscious opened out. The simmering of the Classified Catalogue Code began within the mind. I had to go to Calcutta. It was a railway journey of 38 hours. I said to Sivaraman, "Put into my bag plenty of 5×3 slips and a few sharpened pencils." During the 20 hours of daylight in the forward journey and an equal extent of time in the return journey, the rocking of the train, the utter absence of distraction by any printed stuff, and the solitude in the railway compartment, helped concentration. Un-interrupted recording of the flow of the rules of the Classified Catalogue Code was the result. Some of the rules brought their commentaries in their train. On return to Madras, these were intellectually reviewed by all the three of us. These were checked up and polished. Examples were provided. The press-copy was typed. This was the development of the First Formulation of this Classified Catalogue Code.

012 Advent of Scientific Method

The next stage in the development of the Classified Catalogue Code was conditioned by the advent of scientific method.

0121 ENDLESS CYCLE

In scientific method, there is a never-ending succession of cycles:

1 From individual experiences, through generalisation, to empirical laws derived from them, with the aid of induction and normal equations;

2 Through their reduction to a few normative principles, with the aid of imagination and/or intuition;

3 Through deductive laws or canons derived from the normative principles with the aid of methods of inference and semantics;

4 Through fresh individual experiences not conforming to them;

5 Back again through another cycle; and

6 So on, without end.

0122 ESTABLISHMENT OF CYCLE

Such a cycle of development has now been established in cataloguing. Therefore, both the teaching of cataloguing and the framing of Catalogue Code can have the benefit of normative principles. New types of reading materials, apparently transcending the capacity of the existing rules of a Catalogue Code, may be catalogued by a proper interpretation of its rules. If this is not adequate, the rules can be amended or extended with the aid, and as a necessary implication, of the normative principles. When the cumulated unconscious shift in the social purpose of the library calls for an altogether different kind of

library service, organisation, and technique, and the current ones stand abandoned by sheer folk-force, new normative principles should replace the old ones. And the cycle should be started again.

0123 CRITICAL STUDY OF CODES

A critical examination of a Catalogue Code can be made with the aid of the normative principles. So also can be made a comparative study of several Catalogue Codes. Lastly, any Catalogue Code can be rectified in their light.

0124 VERBAL APPARATUS

The success of critical or comparative study will depend on the verbal apparatus used to express thought and communicate it. The verbal apparatus should not create "noise" in the process of communication. It should not do so even in self-communication. Grossly disturbing noise is usually caused by the presence of homonyms and synonyms in the verbal apparatus. Even more dangerous and virus-like is the subtle difference in the shade of meaning of a word or phrase, due to slight shift in undertones and overtones. To minimise this, we should begin any discipline with the establishment of a special, agreed, dry-as-dust terminology without even the slightest touch of fuzziness. But such a special terminology will have to begin with some undefined terms. These should be clearly stated. Again the meta-language with which we handle the special terminology both at the stage

of definition and the later stages of development of thought, should be closely watched, if it is also drawn from the same natural language as the terminology itself. This is so in the discipline of cataloguing to-day. The special terminology should become spontaneous and instantaneous. Its use should be as much the result of reflex action as that of mother-tongue. This is an essential factor in scientific method.

0125 FIRST APPROXIMATION TO SCIENTIFIC METHOD

The first application of such a scientific method to Cataloguing and to Catalogue Code was made in 1937. Between 1934 and 1937 some of the rules of the Classified Catalogue Code came up for critical examination from time to time, both in classroom discussion, and in staff-meetings to consider problem-books in cataloguing. On the anvil of such critical discussions, certain normative principles of cataloguing took shape. These were different from the five Laws of Library Science. Indeed, they were all implications of these Laws. They were also different from the normative principles common to all spheres of human action and thought. The special normative principles were called Canons of Cataloguing. These were the product of impersonal intellectual grind during the prolonged earlier stages, and of imagination with a touch of intuition at the difficult final stage. I had the unusual privilege of continuously subjecting my Classified Catalogue Code and the other

codes to a severe semantic analysis and check-up in the pure intellectual plane—in the class-room and in staff-meetings. This helped the formulation of the Canons; and it also led eventually to the setting up of the scientific method in the Discipline of Cataloguing. The experience of this first attempt was recorded in *Theory of library catalogue* (3) in 1937.

013 First Comparative Study

It was late in 1937. The press-copy of the *Theory* was lying on the table. To write or not to write to the Vice-Chancellor for formal permission to print it—that was the question. A sullen mood for total withdrawal from intellectual work and retirement from office was undermining enthusiasm and zest. Natesa Ananda, a spiritual friend, took me for an all-night vigil. He counselled persistence in the work on hand. A new spiritual guide appeared suddenly. He was Purohit Swami. He had considerable experience both before and after enlightenment. He had just then returned from Ireland after spending some years with W B Yeats. He administered a genial warning. He said "Salvation can come only by dogged pursuit of the allotted work in society, with neither emotional attachment nor revulsion." This corrective worked in the mental plane for about twenty-four hours. Then came suddenly a physical aid in the form of a postal packet. It contained a mimeographed copy of the draft of the Rules for the preliminary second edition

of the Anglo-American Code. Along with it came also a letter from Rudolph Gjelsness, chairman and editor-in-chief of the Catalogue Revision Committee of the American Library Association. He asked for comments on the Draft Rules. The next few hours were turned on them. Many inconsistencies were seen. Some faults were detected. But there was no agreed Terminology or Canons of Cataloguing, in terms of which the comments could be put across to a far-off correspondent precisely and briefly through a letter. The new Canons came in handy to make a comparative study of the draft of the second edition of the Anglo-American Code and the Classified Catalogue Code. These events, the close sequence of them, and the advice from spiritual friends at the nick of time led to a decision to publish the *Theory of library catalogue*.

014 Second Comparative Study

The *Heading and canons* (4) was a second approximation to the application of Scientific Method to cataloguing. The Cycle of Scientific Method having been formed in this field, this second approximation began with a Chapter on Terminology and another on Normative Principles. Then the several topics in the Choice and Rendering of Headings were taken up successively. The corresponding rules in the five chosen codes—the Anglo-American Code, the Classified Catalogue Code, the Cutter Code (5), the Prussian

Instructions (6), and the Vatican Code (7)—were examined critically and comparatively. This demonstrated the convenience, if not the need, for having an International Standard for the Title-Page and its Overflow, with special reference to Supplement to Author-Statement. Finally came a peep into the problems of an International Catalogue Code.

015 Corrective of the Class-Room

The Classified Catalogue Code has been used by me to teach the subject even from the time it was in the first draft stage. It is still being used both in teaching theory and in practical cataloguing. This is an unusual privilege I have had—to be an author and at the same time to teach one's own book to growing minds. This gave me a great chance to discover the flaws in the book. Here is a picture of a situation in the class-room. The class as a whole critically examines the catalogue cards written in the practical hours. The "accuser" as well as the "accused" student should cite the appropriate rule from the Classified Catalogue Code in support of every statement of his. The class-room looks like a Court of Law. This method of teaching puts the Classified Catalogue itself "on trial" in this Court. This has happened for nearly twenty-five years. A few trivial flaws thus come to be spotted out from time to time. These are removed in the subsequent edition. This is a continuing process.

016 Resilience of Sutra Style

The Rules in the very first edition made some approximation to the Sutra (aphorism) style of exposition. This style is the one used for basic codes and texts in Sanskrit tradition. This style is extremely sensitive to the principle of "atomic unit-thought" in the construction of a rule. However, drafting in English does not allow thorough atomisation. But so far as it goes, it proves useful in applying the rules to refractory title-pages with the aid of the Rules of Interpretation. The ruthlessly analytical mesh, holding the rules of the Classified Catalogue Code, invests the code as a whole with a resilience of another kind. Books appear off and on with cataloguing features beyond the capacity of the existing rules, even with the prop provided by the Rules of Interpretation. A few books with one or other of such new features have come out in recent years. This will continue for ever. Hitherto, it has been easy to interpolate the necessary new Rules consistent with the old ones in the right place in the Code. Three such new Rules have been absorbed by the Classified Catalogue Code during the last twenty-five years without any disturbance to the existing rules. These concern Pseudo-Series, Associated Book, and Merger Book.

017 Successive Editions

0171 EDITION 1

Edition 1 was published in 1934 as volume 4 of the Publication Series of the Madras Library Association (8).

This edition furnished the members of the staff of the Madras University Library with a firm Code to do their day-to-day cataloguing work and to make full use of all the entries in the card catalogue in giving reference service to readers. Perhaps, it happened to be the first available complete Classified Catalogue Code in printed form. It was pronounced by Sayers to be "by far the largest contribution to the subject" (9).

0172 EDITION 2

In 1938, the Canons of Cataloguing were first enunciated. These were applied to a critical examination of this Code. The symbiosis between Classification and Cataloguing was discovered at the same time. It was brought out by the Chain Procedure invented at that time to derive Class Index Entry from Class Number. These ideas were incorporated in the next edition (10) which came out in 1945. The *Theory of library catalogue* (11) contained also a Theory of Alphabetisation. This theory separated the "Legislative phase" and the "Executive phase" in alphabetisation. This led to the formulation of the Rules for the Style of Writing and those for Alphabetisation, in close correlation to one another. This, in its turn, led to the formulation of the Gestalt Theory of Alphabetisation. Edition 2 incorporated these new ideas also (12).

0173 EDITION 3

Edition 3 (13) came out in 1951. It included Rules for a Union Catalogue of Periodical Publications and

Rules for an Abstracting Periodical (14). This edition provided also an English-Sanskrit Glossary of Cataloguing Terms (15) to form the basis for cognate terminology in the several Indian languages. This was made possible by the Hindi version of the Code (16), with Rules in Sanskrit Sutras, which was also printed about the same time.

0174 EDITION 4

The present edition is largely the effect of the second round of the critical study of cataloguing problems embodied in the *Heading and canons* (1955). It seeks to implement the lay-out for a catalogue code arrived at in that book. It has added the supplementary rules needed in the building of a National Bibliography. It has separated the problems of the determination of the authorship of a document, the choice of headings, and their rendering, and prescribed the rules for them in independent chapters. It has made some changes in the Style of Writing headings and the corresponding changes in the Rules for Alphabetisation. The corrections suggested in the *Heading and canons* have been incorporated. This edition has further eliminated the need for a separate Dictionary Catalogue Code. The necessary alternative rules for a Dictionary Catalogue Code are given in appropriate places in this book itself. They are only a few.

018 Conspectus

This edition is thus greatly different from the earlier editions. It is in 8 parts. Part 0, entitled

"Preliminaries", lays down the Canons of Cataloguing and the other normative principles which are of help in building a Catalogue Code. The later chapters of this part deal with specific problems peculiar to a Code which takes English to be the Favoured language in cataloguing. Then follows the Part on Terminology of Cataloguing. The Cataloguing Terms are developed in a systematic way. They are all English terms. But they can form the basis for the corresponding terms in any other language. Incidentally Chapter 14 of this Part deals with the resolution of the Conflict in Authorship, which breaks the back of many a Catalogue Code. Part 2 deals with all kinds of problems which arise in the Rendering of the Headings in Entries, in such a way that homonyms are avoided. Part 3 is similarly devoted to the establishment of Subject Headings by Chain Procedure. The remaining five parts virtually reproduce the contents of chapters 1 to 8 of edition 3. A more detailed conspectus is presented by the Contents-Pages.

CHAPTER 02

CANONS OF CATALOGUING

020 Canons of Cataloguing.—The specific normative principles applicable to cataloguing—that is, to the

1 Drafting of a Catalogue Code including the formulation of each rule;

2 Interpretation of the rules to meet new situations brought up by a particular document or by changes in the practice of book production; and

3 Provision of suitable guidance for cataloguing work.

There are 8 Canons of Cataloguing isolated so far. Some of them were formulated for the first time in my *Theory of library catalogue* (17). They were further added to and elaborated in my *Heading and canons: Comparative study of five catalogue codes* (18). The Canons are stated below with brief comments.

021 Canon of Ascertainability

0210 Canon of Ascertainability.—The principle prescribing that the choice and rendering of

1 The main entry and each added entry; and

2 The heading and every other section in any entry should be determined by the information found in the title-page of the document catalogued and its over-flow

pages, the only exception being the Cross Reference Index Entry, which is a General Added Entry.

0211 In the case of an Ordinary Composite Book, the generic contents-page also may be used as a supplementary source.

0212 In the case of an Artificial Composite Book, the title-page of each constituent document may be used as source.

0213 INTERNAL INCONSISTENCY

Some of the internal inconsistencies of existing catalogue codes are traceable to their being obliged to step out of the title-page and its over-flow, and going into the market place so to speak, in search of data for the choice and rendering of headings of even specific entries.

0214 FAILURE OF TITLE-PAGE

Unfortunately, the title-page and its over-flow have not yet begun to give all the data needed for making the main entry in the catalogue. Nor has the Cataloguing Profession exerted itself till now in persuading the book-trade and the authors to do the needful in the matter.

0215 STEADY CHANGE IN TITLE-PAGE

It must however be conceded that the design of the title-page and its over-flow has been in the flux all along. During the last one or two centuries, sheer folk-force has led the title-page and its over-flow to evolve towards being a complete repository of the cataloguing elements of a document. Its evolution has been described in detail in my *Social bibliography : Physical bibliography for librarians* (19). The title-page is a gift of the early printers. It has been exploited in succession by patrons, publishers, and authors. It is open to cataloguers too to exploit it. Exploitation here means not only using the information given in the title-page, but also endeavouring to make the title-page and its over-flow carry all such information as the cataloguer needs but is not at present given in them.

0216 RECIPROCITY

In other words, the influence between the title-page and the cataloguing profession should be reciprocal. Each should enrich and help the other. To make this possible, the title-leaf and its over-flow leaves in the material plane and the Canon of Ascertainability in the idea plane—*i.e.*, the plane of normative principles—should be made the sheet-anchor of any Catalogue Code. The purpose of the commentaries in Sections 13231 to 13238 is just to plead for the establishment of such a reciprocity between the cataloguing profession and the book-trade, leading to the adoption of an International Standard for the title-page and its over-flow.

022 Canon of Prepotence

0220 Canon of Prepotence.—The principle

1 that the Potency to decide the position of an entry among the various entries in a catalogue should, if possible, be concentrated totally in the Leading Section; and even there

2 that it should be concentrated, as much as possible, in the entry element; and further

3 that, if total concentration in the Leading Section is not possible, the minimum possible potency should be allowed to overflow beyond it to later sections; and

4 that even this spill-over should be distributed in the later sections in a decreasing sequence of intensity.

0221 DISTRIBUTION OF POTENCY

The essence of a Library Catalogue is arrangement of entries. The entries get sorted letter by letter or digit by digit, beginning with the very first of these found in an entry. The potency goes on decreasing rightwards and downwards, from the first letter or digit, in most of the scripts. Any mistake in the first letter or the

digit will therefore be fatal. The entry will be virtually lost in some far-off region of the catalogue. The range within which the entry may get lost goes on decreasing, as we move further on from the first letter or digit. The range is reduced to a reasonably small one, only by the time we reach beyond the end of the entry word, or of the entry element, or of the class number, as the case may be.

0222 LIGHT FOR FRAMERS OF CATALOGUE CODE

The Canon of Prepotence yields an important deduced principle applicable to the choice of entry element in a multi-worded heading—*i.e.*, in the rendering of a multi-worded term chosen for use as heading. That principle is a statistical one.

“The entry element should be chosen from among that class of words, occurring in the multi-worded term chosen for use as heading, that is more numerous than the other classes of words occurring in it.”

For, the probability for the same word to be used as entry element in several headings is inversely proportional to the numerosness of the class from which the word is chosen; and the smaller this probability, the greater will be the concentration of potency in the entry element. This statistical principle is responsible—unconscious though it might have been—for the choice of the family name as the entry element in rendering the name of a Western person in a heading. It is the overlooking of this statistical principle that has vitiated the Anglo-American Code's perscription of place-name as entry element for Institution-Heading, in spite of its having accepted the place-name as the entry element in the name of a Government as improvised by cataloguing convention (20). This statistical principle plays some part, though again unconsciously, in the choice of entry element in the real title for title heading, as prescribed in the Prussian Instructions (21). This statistical principle should be exploited fully in the framing of a Catalogue Code. Its use will be demonstrated in Part 2, which is on the Rendering of Names.

02221 ILLUSTRATION FROM NAME OF SERIES

Here is an example of the application of this principle to Series-Heading. Many universities and governments have established

their own series. They are generally given common names, such as Publication series, Library science series, English series, Hindi series, Historical series, Economic series, Pamphlet series and so on. These names do not have sufficient potency. They often become homonyms. To resolve the homonym and to increase the potency, the name of the university or the government or even a department of either may have to be added. If the purpose be merely individualisation, the name can be added at the end. But if the purpose is increasing the potency of the heading, the name should be added at the front. While drafting the Classified Catalogue Code in 1933, I had not consciously seized the Canons of Cataloguing. I was therefore unable to decide the issue on proper grounds. Much of indeterminacy or inconsistency was the result. It is only now, sixteen years after the Canons of Cataloguing were enunciated, that I am able to see this difficult issue lighted up by the Canon of Prepotence.

0223 MORAL FOR THE CATALOGUER

The Cataloguer should prevent any casual error creeping into the Leading Section and particularly into the first word or the class number—and even more so the very first letter or digit—to be written at the very beginning of the Leading Section. He must be aware that any error in writing the Entry Element or the Class Number carries a high penalty.

0224 CALL NUMBER ENTRY

The Canon of Prepotence has its fullest sway in the Call Number Entry of the Classified Catalogue. Even here, it is able to have its full sway, only if the Scheme of Classification in use has an individualising Call Number for every document. Today, the only scheme that does so is the Colon Classification (22). If the Call Number is constructed according to that scheme, the Leading Section of the Main Entry is truly prepotent. All the potency of the entry, in respect of arrangement of entries, is concentrated in the Leading Section. Every other section in that entry is rendered impotent. In finding the position for a Call Number Entry in the catalogue cabinet, the Filing Cataloguer need never look beyond the Call Number in the Leading Section.

0225 DICTIONARY CATALOGUE

In respect of the Canon of Prepotence, the Classified Catalogue has an advantage over the Dictionary Catalogue. For the Main Entry of the latter is an Author Entry. However much the name of an author may be individualised, it may not individualise the document described in the entry. For, the author might have written two or more documents. Even if he has written only two, the entry is not individualised by the name of the author alone. In other words, the potency is not concentrated in the Leading Section. A part of it necessarily overflows into the title-section. In finding the position for the Main Entry in the Catalogue Cabinet of a Dictionary Catalogue, the Filing Cataloguer will have often to look into the second and the later sections.

0226 SPECIFIC WORD ENTRY

A similar remark is applicable also to any specific word entry, be it of the Dictionary Catalogue or of the Alphabetical Part of the Classified Catalogue. In every such entry, every endeavour is made by a Catalogue Code for the potency to be at its possible maximum in the Leading Section. For example, the name of a person, occupying the Leading Section, is individualised by the addition of the necessary Individualising Elements to the name. Similarly a geographical name in the Leading Section—be it as the name of a subject or as the name of a Government—is helped to carry the maximum possible potency, by the addition of the necessary Individualising Elements to the name.

0227 CROSS REFERENCE ENTRY

In a Cross Reference Entry of a Classified Catalogue, the Leading Section has only a little potency. For it is merely a class number, in most cases. A good deal of potency necessarily flows into the Third Section, which gives the Locus. The Filing Cataloguer will have to reach that Section in the Entry.

0228 CLASS INDEX ENTRY

The Canon of Prepotence has its full sway in a Class Index Entry of the Classified Catalogue. For there cannot be two Class Index Entries with the same Heading. This is a result of the

requirement that the artificial ordinal language of class numbers is expected to be so designed that it has no synonyms or homonyms (23). In other words, the Heading of a Class Index Entry individualises the entry. All the potency, in respect of arrangement of entries, of a Class Index Entry is totally concentrated in its Leading Section. Its second section containing the directing words and its third section containing the class number are totally impotent. In finding the position for a Class Index Entry in the Catalogue Cabinet, the Filing Cataloguer need not at all look beyond the Leading Section.

02291 CROSS REFERENCE INDEX ENTRY

The Canon of Prepotence is least respected by the Cross Reference Index Entry—be it in the Classified Catalogue or in the Dictionary Catalogue. For, the Filing Cataloguer must look down to the last word in the last section of such an entry to find the correct position of it in the catalogue cabinet. In other words the potency, in respect of arrangement of entries, is distributed both in the first and the last sections of a Cross Reference Index Entry. The Filing Cataloguer will have to reach the Third Section of the Entry.

023 Canon of Individualisation

023 Canon of Individualisation.—The principle that the name of any entity—be it of a person, a geographical entity, a corporate body, a series, a document, a subject, or a language—used as the Heading of a catalogue entry should be made to denote one and only one entity, by adding to it the necessary and sufficient number of Individualising Elements.

0231 FATAL RESULT OF HOMONYM

Homonymy may prove fatal. Tragic results have come out of homonyms. In the epic *Mahabharata* the turning point in the Great War centres round the homonym "Aswathama". It was the name of a General as well as of an elephant on the side of one of

the belligerents. When the elephant was killed, the words "Aswathama killed" were broadcast by the opposite belligerent. The other side took the name "Aswathama" to denote their General. This led to the demoralisation of that side and the ultimate victory of the other.

0232 HOMONYM DEFLECTS AN AUTHOR

Homonym may lead to serious results in a scholar's work. A traditional story, apocryphal though it might be, illustrates it. Sankara, the great philosopher of mediaeval India, wished to write a commentary on the *Sahasranama* (book of thousand names) of Lalita (the Goddess-Principle). He asked his librarian to bring a copy of the *Sahasranama*. But he brought the *Sahasranama* of Vishnu (the God-Principle). According to the tradition, Sankara ultimately saw the vision of Lalita telling him "It is I that took advantage of the homonymous nature of the title mentioned by you, and led your librarian to bring the other *Sahasranama*. Write a commentary on it".

0233 HOMONYM SPOILS BOOK SELECTION

Homonym may lead to ridiculous mistakes. Some years ago, the Board of Studies in English Literature recommended to the Madras University Library the purchase of a book entitled *Life of Johnson*. It had taken it to be a biography of Samuel Johnson, the well-known man of letters. But when the book arrived, it turned out to be the life of dog!

0234 HOMONYM IN INDOLOGY

By S Kuppuswamy Sastri

The following account of the way in which homonym dissipates research-potential into trivial work had been furnished by the late Mahamahopadhyaya Vidya-Vacaspati Professor S Kuppuswamy Sastri, Professor of Sanskrit and Comparative Philology in the Presidency College and Curator of the Government Oriental Manuscripts Library in Madras. It is extracted from a note of his entitled *Authorial polyonymy and homonymy in Sanskrit erature*. This note will be found in full in the first three editions of this book (24).

02341 Authorial Homonymy in Sanskrit Literature

In Sanskrit Literature, there are several instances of Authorial Homonym (the same name coming to be given to different authors).

This phenomenon presents many an interesting problem to the makers and students of Library Science, in their attempt to formulate the rules of library classification and cataloguing, not to speak of the various difficulties which they cause to the modern historians of Sanskrit literature. Homonym comprises all the cases where mainly as a result of the ancient custom of naming persons after their ancestors, gods, goddesses, prophets, saints, distinguished authors, patrons and sometimes rulers, different persons have come to bear the same name. In many of the cases of homonym, it is impossible to discover exactly all the underlying causes. Homonymous parallels are bound to cause even greater trouble and confusion in the sphere of library classification and cataloguing than in the investigation of crimes and settlement of legal claims. Long-standing usage established by reliable evidence is certainly useful to a considerable extent in helping one out of difficulties. It would be certainly worthwhile for any institution intended for the promotion of culture to undertake the preparation of a concordance to Authorial Homonyms in Indian literature; and this would afford ample scope for intelligent, interesting, and useful research for a number of scholars for a number of years.

The following illustrations indicate the nature and complexity of the problems connected with Authorial Homonym. All the names given below are such as are expected to find a place in the classification of Indian literature.

02342 Vyāsa

Vyāsa is one of the most famous names in Sanskrit literature. He is the reputed author of the *Mahābhārata*. Several Purāṇas are attributed to one with the same name. The famous *Bhāṣya* on the *Yoga-sūtras*, called *Vyāsa-bhāṣya*, is also believed to have been written by Vyāsa. Some later writers called Vyāsarāya and Vyāsatīrtha bore the name Vyāsa.

02343 Vālmiki

Vālmiki is the author of the *Rāmāyaṇa*. In later literature, a Tamil poet and a Prākṛita grammarian came to be called Vālmiki. In recent times, Subba Rao, retired Telugu Pandit of the Presidency College, came to be called Āndhra-Vālmiki for his *Telugu Rāmāyaṇa*.

02344 Gautama

Gautama is the author of the *Nyāya-sūtras*. The founder of Buddhism, whose hagiological name is Siddhārtha, is also known by his gotra-name, Gautama. Cataloguers have also to take into account the name Gautama, borne by the author of an ancient Sūtra work of the Dharmaśāstra literature (*Gautama-dharma-sūtrāṇi*).

02345 Bad Errors

In library classification and cataloguing, the various problems connected with authorial homonym should be carefully and successfully tackled. Otherwise, bad errors are likely to vitiate the work of higher research. The following illustration, in this connection, may not be out of place. Aufrecht, on page 46 of his famous catalogue, confounds Ānandatīrtha (= Mādhavācārya = Pūrṇaprajñā) with Ānandagiri (= Ānandajñāna). The former is the well-known Ācārya of the Dvaita School and the latter is the well-known scholiast of the Advaita School. This is an instance in which a homonymous part of two distinct names of two distinct authors has caused trouble.

02346 Inadequacy of Mere Names

This illustration will indicate the nature of the snares and pitfalls in the way of librarians who are engaged in library classification and cataloguing. The difficulties arising in this way from authorial homonymy in Sanskrit literature have to be surmounted necessarily with the co-operation of specialistic scholars in Sanskrit, until a reliable concordance as indicated at the end of Sec 02341, becomes available, for ready reference. One golden rule, however, which a librarian, who is concerned with the classification and cataloguing of any considerable collection of Sanskrit

books, can easily remember and follow is—" *Refuse to be guided by mere names.*"

0235 Dissipation of Research Potential

The unresolved homonyms of the past are dissipating much of the research potential among the Indologists of the world today. Surely the time and energy of such eminent scholars could be put to better use, if the bibliographies and catalogues of the past had respected the Canon of Individualisation. Research Potential is also dissipated by the failure of the past to have resolved Homonyms in the titles of books, as and when they appeared.

0236 Safeguard the Future

The directive of the Canon of Individualisation is in the words, "Sufficient is the harm done by neglecting me in the past. Provide safeguards against its recurrence at least in respect of the headings in the entries of the future documents. The safeguard is to resolve homonyms in headings by the addition of extra terms to the names proper. Call them Individualising Elements." One of the main purposes of the plan contained in sections 13231 to 13238 for an International Standard for the Supplement to Author Statement on the back of the title page of a book is to carry out this directive of the Canon of Individualisation. Many of the Rules in the chapters of Part 2 are turned on the prescription of Individualising Elements in the rendering of names in headings of catalogue entries.

024 Canon of Sought-Heading or Canon of Relevance

0240 Canon of Sought-Heading or Canon of Relevance.—The principle that the decision whether an entry

- 1 with a particular type of heading, or
- 2 with a particular choice for that heading, or
- 3 with a particular rendering of that choice, or

4 whether a particular added entry arising out of it, should be based on the answer to the question; "Is reader or library staff likely to look for a book under the particular type or choice or rendering of heading or under the particular added entry."

0241 FLAIR AND FREEDOM

The answer to this question is a matter of flair. The flair should be based on experience in Reference Service—*i.e.*, in eliciting from readers their requirements, and finding the appropriate documents for them. Induction should be applied to the words usually brought up by readers in looking into the catalogue to choose their documents. The flair should also be based on experience in Book-Selection. Induction should be applied to the types of heading found necessary to help either in filling up gaps in the library collection or in avoiding un-intended duplication. It has to be based further on the obligation of the Reference Section to give a reader alternatives to a document, when the one actually sought is not in at the moment. The alternative may be essentially the same as the one sought. For, the same book might have appeared with a different title and the latter may be in the library. Or, it might have been merged into another book in the library. Or, it might be an extract from some other book, which is on the shelf. Reference Section will also have the obligation to produce to a reader all the documents associated with another document mentioned by him. The apparent freedom given by the Canon of Sought-Heading should be used with great circumspection, care, and judgement.

0242 EFFECT ON CATALOGUE CODE

The design of the Catalogue Code is itself largely guided by the Canon of Sought-Heading. Several of the Rules are determined by it. There are several elements on the title-page and its over-flow. The Canon of Ascertainability is indifferent as to which element can be allowed the claim to become a heading. All that it is concerned with is that no element outside the title-page and its over-flow should be allowed to become the heading of a

main entry or any other specific or general book-entry. It is the business of the Canon of Sought-Heading to admit or reject the claim of any element in the title-page and its over-flow to become a heading. A trivial case of rejection is the claim of the year or the place of publication or of the name of the publisher. Author-heading and subject-heading are the most popular among sought-headings. Collaborator-heading comes next in popularity. Series heading also is sought.

0243 PSEUDO-SERIES AND ITS DISCOVERY

The concept of Pseudo-Series owes its origin practically to the Canon of Sought-Heading. The question "What are the plays of Shakespeare with Variorum Edition?" was asked by a scholar. The catalogue based on the 1934 edition of the *Classified catalogue code* or any other code current in that period, could not give an immediate answer to this question. Similar experiences accumulated through years while doing Reference Service. It was this that led to the concept of Pseudo-Series.

0244 EXTRACT AND ITS DEMAND

A reader may ask for a document. It may have gone out on loan. But an Extract from it may be on the shelf, as a separate document. There is some probability for this Extract to satisfy his want. But he will not be able to look for it under its own heading. Because he may not know of its existence. Therefore, when he looks for the original book under its own heading which he knows, he will be helped if there is a note in its entry with the information "*a portion printed as*" followed by the heading etc. of each of the extracts from it, owned by the library. Vice versa, the reader may know only of the Extract. A note in its entry saying "Extract from . . ." will help him to think of the original. It may be of use to him. He might not at all have thought of the original. But this note will make him seek it. This service should be done by the catalogue according to the Canon of Sought-Heading.

0245 MERGER BOOK AND ITS DEMAND

Again, it was only in 1953 that the phenomenon of two or more books appearing merged into one book, at a later time, came

to our notice. Here again the Canon of Sought-Heading prompted the framing of a Rule to meet the cataloguing problems of such Merger Books.

0246 CROSS REFERENCE INDEX ENTRY

The institution of the majority of cross reference index entries had its origin in the Canon of Sought-Heading. A reader might remember an author or a collaborator by only one of the names used by him as alternative names or variant forms of one and the same name, in different documents. Some of these may be real and some pseudonymous. This makes no difference in the problem being considered. Whatever be the name sought by the reader, the catalogue should inform him of all the documents written by him under other names too. The Canon of Sought-Heading recognised this fact. All such names are proper names. Only a few persons indulge in such alternative names. The claim of each name to be used as heading may therefore be admitted without undue disregard of the Law of Parsimony. Such is the verdict of the Canon of Sought-Heading.

0247 SUBJECT-HEADING AND CHAIN PROCEDURE

When the Rules of Chain Procedure were formulated for the first time in 1938 in *Theory* (25), the rules were crude. For, practically every significant digit in the class number was given the right to claim a Class Index Entry of its own. For example, in the class number L183, the digit 3 gave the class index heading "Ear, Medicine." The digit 8 also gave the class index heading "Head, Medicine." Again, the digit 1 too gave the class index heading "Regional Organ, Medicine." This was a ruthlessly mechanical way of deriving class index entries from the digits in class number. It led to a plethora of class index entries. Some of these were irritating the mind vaguely. The Law of Parsimony protested. But there was no way of removing the irritation, till the Canon of Sought-Heading took shape. It ruled out as unsought the two headings "Head, Medicine," and "Regional Organ, Medicine." Similar weeding out of unsought headings was indicated in many classes. The Rules of Chain Procedure were

themselves re-enunciated. However, it is the crudeness of the Chain Procedure, invented in 1938, that was responsible for the formulation of the Canon of Sought-Heading in 1952.

024D APPLICATION TO DICTIONARY CATALOGUE

During my visit to London in June 1954 for consultation with colleagues in the profession, A J Wells, the Editor of the *British national bibliography*, brought an important experience to notice. While the subject-heading got by the Rules of Chain Procedure did its work well in the Classified Catalogue, it did not produce the desired result in the Dictionary Catalogue. The discussion of this subject took a fruitful turn as soon as the Canon of Sought-Heading was consciously taken as guide. (Sec Chap 3D.)

025 Canon of Context

0250 Canon of Context.—The principle that the Rules of a Catalogue Code should be formulated in the context of:—

- 1 The nature of the cataloguing features of the book, prevalent in the mode of book production;

- 2 The nature of the organisation of libraries prevalent in regard to the mode and quality of library service: and

- 3 The coming into existence of published bibliographies, and particularly bibliographical periodicals; and

that the rules should be amended from time to time to keep step with changes in the Context.

0251 WEIGHTAGE TO PHYSICAL ATTRIBUTES

When manuscripts were loosely assembled sheets, not firmly bound, a detailed description of size, collation, and even peculiarities of individual leaves was necessary in catalogue entry. To

add to this, each copy of a book was virtually unique. It was often a rarity. It was property. Each entry in a catalogue was therefore over-weighted with details of physical bibliography. This was true as much with Manuscript as with Incunabula. They are of immense help in historical bibliography. For a long time, after the invention of printing—even long after the Incunabula Period—these practices prevailed in some measure. This mental set of the cataloguers of pre-printing days and of Incunabula days continued even for ages after the context had changed. Cutter (26) saw the continuance of this mental set even down to the last quarter of the nineteenth century. He called it "full" cataloguing. He recommended "short" cataloguing for Service-Libraries. This recommendation was opportune; and it was readily accepted by the progressive members of the profession. Because the great increase in the annual output of printed books and even in the annual accession in many a library made "full" too costly for practice. The Canon of Context gave weight to this change in context. It supported the Law of Parsimony. And Cataloguing Code was modified. The jurisdiction of the old Code was confined to the relatively few catalogues and lists obliged to give bibliographical description.

0252 BACK-LOG OF INCUNABULA AGE

However, the back-log of the old mental set let go the retention of collation, name of publisher, name of the place of publication, and price in library catalogue. So long as library organisation put a physical barrier between reader and library collection, collation served a useful purpose. For, a reader naturally wanted to know the size of a book before applying for it. Canon of Relevance voted for its retention in the then prevailing context. Publisher's name too was somewhat helpful in evaluating a book without seeing it. But the place of publication and price were hardly relevant to the needs of either the reader or of the staff. Publisher's catalogue gave this information. The staff had an additional source in the accession register. These details are necessary in catalogues of publishers and book-sellers, the accession register and certain other forms of bibliography such as a National

Bibliography. But they are not necessary in the library catalogue of a Service-Library. In the long run, they may even amount to wrong information. In spite of this, the back-log of an earlier context is still persisting in practice, unmindful of the Canon of Context. This back-log of the Incunabula Age should not be allowed today to enter the catalogue of any Service-Library. The Catalogue of a National Central Library, serving also as the National Bibliography, is the only library catalogue where such details should be continued.

0253 CONTEXT OF OPEN ACCESS

A further change has now occurred in the context. This change lies in the domain of the organisation of a library. It is the introduction of Open Access System. Now the barrier between the reader and the book collection has been removed except in the case of pamphlets, weakly-built books, and rare or costly books. These form only a fraction of the collection of a Service-Library. A book within direct access to reader does not need the mention of its format, collation etc., in its catalogue entry. The Canon of Context recommends that the catalogue should indicate a pamphlet by a simple device like underlining the book number; it may indicate an over-size book by over-lining the book number and so on; for, books of these kinds are not given open access. The implication of the Canon of Context is that, in the entries of any book, other than those to which open access cannot be given, all items, other than name(s) of author(s), title with puff omitted, note giving series or certain other peculiarities prescribed by the Canon of Sought-Heading, call number, and accession number, should be omitted from the main entry of the catalogue of a Service-Library. The Classified Catalogue Code was one of the first codes to cut out items other than the above, quite ruthlessly in a library catalogue. It may however be added that if centrally-printed catalogue card is used, the Unit Card System may come into force. It will be printed by the National Central Library. It will be a reprint from the Main Entry of the National Bibliography. Therefore, it will have to be allowed to have all the bibliographical details needed in the National Bibliography.

For, it is cheaper to use the same card both for the National Central Library and for a Service-Library.

The Context of Open Access will also reduce annotation to catalogue entries to a minimum, and perhaps even eliminate it.

0254 EXPECTATION OF LIFE OF A BOOK

To-day the demand for simplification is reinforced by another factor in the Context. Books are plentiful and cheap. Only a small percentage have permanent value. Thus, the preciousness of books as permanent possession has diminished considerably. Further, Democracy circulates the library copy of a book through many hands. Therefore, books perish rapidly by legitimate use. We have begun to realise that a book is a mortal, though the work embodied in it may be immortal. Except in a comparatively small percentage of books which form the classics of permanent value, even the thought-content of a work is soon out-moded. And in the case of some works, the thought-content becomes even quite wrong in course of time. A copy of a book embodying such out-moded and wrong thought-content may be necessary in a few libraries, in order to serve the interest of historical and antiquarian research. Perhaps, it should be sufficient to have copies of such out-moded works in one dormitory library in each country or in each constituent State, or in a few regions of each country. In a Service-Library, such books are not only a burden, but they may even be a social danger. Because, the lower intellectual strata in a democracy may not be able to sense the erroneousness of the information or the knowledge given in such books. I usually high-light this new element in the Context by the provocative statement: "The expectation of life of a modern book is only ten years. A Service-Library hoarding books, over ten years old, is punishable for one or other of two reasons. Either it has neglected to circulate the book properly as is evident from its being not worn out sufficiently and reduced to pulp by legitimate use to make its being weeded out a necessity; or it is retaining a book embodying out-of-date knowledge and exposing it to use by the public. Either of these is a social danger. If the work as well as the book embodying it are of fleeting value, there is no harm in weeding the

book out in ten years. If the work is immortal and its body perishes by actual use, one will have to withdraw it in ten years and replace it by a fresh copy; moreover, its very lasting value will enable it to come again in a new embodiment. In that case, it is wiser to replace it by a later edition." We can generally grant that the span of life of a book of to-day is limited, even though the work embodied in it may have unlimited span of life. This context makes one scrutinise severely the cost of cataloguing. It calls for simplification of catalogue entry. A revision of Catalogue Code becomes necessary.

0255 NEW DEMAND IN LITERATURE-SEARCH

Intensification and extension of research activity in the community creates new demands on the catalogue. Over-all economy in the man-power of a nation calls for a new division of labour. There should be no dissipation of research-potential. For this, a new division of labour is necessary among the intellectuals. In this new division of labour, the library profession should relieve the other professions of the task of literature-search. The librarian should become a partner in every research organisation. Moreover, the tremendous turbulence in the universe of knowledge of to-day throws a heavy burden on the library profession engaged in literature-search. The search, moreover, has to be expeditious. To discharge this new function, the library profession has to throw a new burden on the library catalogue. Subject-analyticals have to be multiplied, in order to bring to the notice of the reader even micro thought embodied in articles in periodicals and in portions of books, in the measure of his interest in them. Many libraries have begun to practise this—particularly research, industrial, commercial, and governmental libraries, and even public libraries.

0256 EFFECT OF INTERNATIONAL BIBLIOGRAPHY

Another change has come in the context. It has been brought about by the pressure of the economics of cataloguing service. There is much unfavourable disproportion between the cost of subject-analyticals and the extent of their use. However, the social value of even limited use is immense. A reconciliation of these

two conflicting findings should be found. It has been found. It is the publication of subject bibliographies as an international project. This change in the Context does make the Catalogue Code add a directive that subject-analyticals should not be attempted wholesale by a Library Catalogue in the fields of knowledge provided with international bibliographies.

0257 EFFECT OF NATIONAL DOCUMENTATION

But there is an unavoidable time-lag, between the appearance of a document and its mention in international bibliography. This is unavoidable on account of the problems created by the space to be covered and by the needs of processing. During the interval of this time-lag, a Service-Library cannot fail or fumble about in its literature-search. The failure here is particularly anti-social. Because, it is nascent micro thought that counts in research. Here again, the pressure of the economics of cataloguing comes into play. This pressure too has been removed by a new development coming into vogue just at this time. A temporary "documentation list" is being published by a nation. For this purpose, nation after nation has begun to establish a National Documentation Centre. It scans all the periodicals produced in the country or taken into the country. It classifies the articles. It publishes a classified list of them week by week. The context changes with its establishment. The Canon of Context is sensitive to this change. It tells individual Service-Libraries "Don't attempt subject-analyticals in duplication of entries in national documentation lists." It also tells the National Documentation Centre, "Remember that your documentation list is only for temporary use. It will soon be replaced by the fully comprehensive international bibliographies in the diverse subjects. Don't waste your resources in making your documentation list exhaustive. Know what work is in progress in your country. Include, in your documentation list, only the titles justified by this Context."

0258 OTHER CHANGES IN CONTEXT

The world of books is not static. Context is ever-changing. Nature of book changes. Make up of title-page

changes. Nature of readers changes. Out-look of library service changes. Extent of national and international co-operation changes. The Canon of Context demands that cataloguing practice should also change. For this purpose, it demands that Catalogue Code too should change in consonance with the change in the other factors. When the standard for Supplement to Author-Statement, recommended in sections 13231 to 13238 comes into vogue, many of the Rules in the current Catalogue Codes, in regard to the rendering of names of authors, will have to be omitted. Probably about 60 pages of this code will be replaced by a Rule of a few lines. (See Rule 21). Several others will have to be changed. New ones will have to be added.

The refrain of the Canon of Context in its application to library catalogue and to Library Catalogue Code is:

Ever becoming, ever new.

नवो नवो भवति जायमानः ।

026 Canon of Permanence

0260 Canon of Permanence.—The principle that no element in an entry, the heading in particular, should be subjected to change by the Rules of a Catalogue Code, except when the Rules themselves are changed in response to the Canon of Context.

The Canon of Permanence and the Canon of Ascertainability work in unison. Alternative names are left to the care of Cross Reference Index Entries. Change of name of a person or of a corporate body is not allowed to ask for a change in the Heading of any entry of any book published under the old name. The Classified Catalogue Code has framed its Rules on the cataloguing of periodical publications, for the first time, in such a way that the Canon of Permanence in cataloguing and the Canon for Filiatory Sequence (27) in classification are both respected simultaneously.

027 Canon of Currency

0270 Canon of Currency.—The principle that the term used to denote a subject in a Class Index Entry of a Classified Catalogue and in a Subject entry of a Dictionary Catalogue should be the one in current usage.

0271 CONFLICT OF CANONS

Name of subject keeps changing with time. Unless the current name is used in the heading, readers cannot benefit by it. To satisfy this Canon, the headings of class index entries and of subject entries should be changed as and when a new name stabilises itself. This leads inevitably to a violation of the Canon of Permanence. This conflict between the two Canons is resolved by a partition of the field of sway. The Canon of Currency has sway only over Class Index Heading in Classified Catalogue and over Subject-Heading in Dictionary Catalogue. The Canon of Permanence has sway only over Name-Heading other than Subject-Heading. It has sway only in a heading made of name of person, geographical entity or corporate body.

0272 DILEMMA

The Canon of Currency has to face a dilemma. The question is, "Current among whom?" For, two different terms may be current at the same time among specialists and non-specialists to denote one and the same subject. The first belongs to the special terminology built up by the specialists themselves. The second belongs to the natural language spoken by the common man. The general tendency is to prefer the term in natural language. This preference often leads to a multi-worded term in natural language in preference to a single-worded term in specialist language, *e.g.*, "Child, Medicine" in preference to "Pediatrics". In spite of the increase in the number of words to be used, natural language is preferred. This is due to the pressure of the Second Law of Library Science (28). According to it, a specialist reader knows the common name

as well as the technical name of a subject. The non-specialist reader knows only the common name; he does not know the technical name. Moreover, the specialist has a highly organised personality; he has greater intellectual awareness and agility. If he does not find a technical name in the headings, he will look up its popular equivalent. It is not so with the common reader. Therefore, to serve every reader without exception, common name should be preferred to special terminology, in subject heading. This is the joint finding of the Canon of Currency and the Second Law of Library Science as a helpful way of getting out of the dilemma.

028' Canon of Consistence

0280 Canon of Consistence.—The principle that

1 The rules of a Catalogue Code should provide for all the added entries of a document to be consistent with its main entry; and

2 The entries of all documents should be consistent with one another in certain essentials, such as choice, rendering, and style of writing the heading and the other sections.

The Canon of Consistence does insist that the main entry of all documents should be of the same species. For example, in a Dictionary Catalogue the main entry should be an author entry in all cases. It should not be a subject entry.

0291 Canon of Purity

02910 Canon of Purity.—The principle that the Rules of a Catalogue Code

1 should not make one species of entry serve the purpose of another; and

2 should not prescribe for the heading of one and the same entry main heading and sub-heading of different species, such as author heading and subject heading.

This canon is violated by some of the Rules of the Anglo-American Code as shown in the *Headings and canons* (29).

CHAPTER 03

NORMATIVE PRINCIPLES

031 Laws of Library Science

- 0311 **First Law:**—Books are for use.
- 0312 **Second Law:**—Every Reader His Book.
- 0313 **Third Law:**—Every Book Its Reader.
- 0314 **Fourth Law:**—Save the Time of the Reader.
- 03141 **Corrollary to the Fourth Law:**—Save the Time of the Staff.
- 0315 **Fifth Law:**—Library is a Growing Organism.

0316 FUNDAMENTAL LAWS

These Five Laws of Library Science were first formulated in Madras in 1928. They were first published in a book (30) along with an exposition of their implications in 1931.

These Laws are the Fundamental Laws of Library Science. These form the Normative Principles which contain in a latent form all the library practices current at any time and to be evolved at a later time. A new chapter in its second edition (31) published in (1957) shows how some of its implications, not current in library practice a quarter of a century ago, have now become current to suit the boundary conditions of Library Service set up by the pressure of the social concepts of to-day. In particular, the term "Book" should be generalised in the present-day context to mean a "Document" as defined and elaborated in the Rules of Chapter 13.

0317 FINAL COURT OF APPEAL

The Canons of Cataloguing given in Chapter 02 are all implications of the Five Laws, specific to the sphere of cataloguing.

If any conflict arises between the Canons, it is resolved by an appeal to the Five Laws. If a cataloguing problem exceeds the capacity of the Canons, an appeal is made to the Five Laws to suggest a solution. But we do not invoke the Five Laws on the occasions in which the Canons can manage the situation. The Five Laws are like the Head of a State, in whose name and on whose authority, every government action is done by the ministers and the secretaries, without his explicit and immediate intervention. The Five Laws are like Lord Narayana, resting in his flowery float on the Ocean of Milk,—ever-watchful and ever-alert, but abstaining from visible intervention except when the laws of the universe are over-powered by the happenings in the universe not anticipated by them.

0318 AGENCY FOR COMPROMISE

It occasionally happens that the Canons of Cataloguing come into conflict with certain general Normative Principles, such as those given in the later sections of this chapter. On such occasions, a compromise is effected in the light, and with the aid, of the Five Laws of Library Science.

032 Laws of Interpretation

0320 Laws of Interpretation.—The well-known principles of interpretation, such as the 1,008 principles of interpretation listed in the *Nyaya-kosa* (32).

0321 APPLICATION TO CATALOGUE CODE

These principles have been evolved to a remarkable extent by the philosophers of the Purva-Mimamsa and the Nyaya Schools of Indian philosophy. In law too, such principles are applied necessarily. A Catalogue Code is like a legal document. Any Rule in it should be interpreted like a legal text. For example, there may be conflict between one Rule and another. In actual application, the conflict should be resolved with the aid of the Laws of Interpretation. A new cataloguing problem created by a document may have to be met by a proper interpretation of the Rules in the Catalogue Code. Periodically, the Rules should be amended in the light of experience, so as to remove conflicts or

at least to reduce them to a minimum, if they could not be totally removed. It is the application of the Laws of Interpretation that led to a revision of the definition of Composite Book and to the concept of Pseudo-Series. One of the Laws of Interpretation is called "Lost-horse, Burnt-chariot" Principle. Its application in the field of classification occurs in the article *Classification of allusion books* (33).

0322 RESOLUTION OF CONFLICT

There is often conflict between the Law of Parsimony, the Laws of Library Science, and the Canons of Cataloguing. The conflict has to be removed quite often with the aid of the Laws of Interpretation. One of the Laws of Interpretation, for example, is this: The claim of the normative principles special to the business on hand—cataloguing, in this case—should be given greater weightage than a normative principle of general application—say, a Law of Library Science. Conflict may arise between one Law of Library Science and another in framing a particular Rule in Catalogue Code. The Fifth Law—Library is a Growing Organism—often sides the Law of Parsimony and gets into conflict with the other Laws of Library Science. In such a case, the principle of "the later the law, the greater its weightage" is applied. If possible, a compromise has to be arrived at in every such case of conflict.

0323 A SUBJECT FOR THESIS

It has been an unfulfilled ambition to scrutinise the entire Classified Catalogue Code from the angle of the Laws of Interpretation. My friend Mahamahopadhyaya Professor S Kuppuswamy Sastry was an eminent specialist in the subject. He and myself had intended to take up such a scrutiny of the Classified Catalogue Code, after both of us would retire from the salary-earning stage of life. But, alas, he died before I could retire. I then sought to do the work in collaboration with a student of his. But it did not mature. The application of the Laws of Interpretation to the Classified Catalogue Code will be an eminent subject for investigation by an aspirant to a Doctorate in Library Science.

033 Law of Impartiality

0330 Law of Impartiality.—The principle that between two or more claimants, say for use as heading, the preference of any one should be made only on sufficient grounds, and not arbitrarily.

For example, in the case of joint authorship, the Law of Impartiality would recommend equal right to the names of all the authors for choice as heading.

034 Law of Parsimony

0340 Law of Parsimony.—The principle that between two or more possible alternative rules bearing on a particular phenomenon, the one, leading to overall economy of man-power, material, money, and time considered together with proper weightage, is to be preferred.

*** 0341 SOBERING THE CHAIN PROCEDURE**

The sobering effect of the Law of Parsimony on the Chain Procedure has been described in section 02471.

0342 PRUNING ACCORDING TO CONTEXT

The Alternative-Name Entries, the special notes in the Main Entry and their Associated Added Entries, the Subject-Analyticals and the Class Index Entries in a Classified Catalogue and *see also* Subject Entries in a Dictionary Catalogue promoted by the Canon of Sought-Heading, may swell to disproportionate dimensions, unless the answer to the question, "Is it truly a Sought-Entry?" is considered with great care. The Law of Parsimony would ask for considerable pruning. This pruning can be done to an appreciable extent with the aid of the Canon of Context explained in Rule 025 and its commentaries.

0343 PRINTED vs WRITTEN CARD

The Law of Parsimony would make a fundamental difference in the Rules about Specific Added Entries, according as the catalogue card is printed or typed (or hand-written). In the former case, it would recommend the Unit-Card-System. In this, a copy of the Main Entry Card itself would be used as any Specific Added Entry Card, by merely inserting in the Leading Section the heading of the Added Entry. For this purpose, the first line of the printed card should be left vacant. On the other hand, if the catalogue card is typed or hand-written, the Law of Parsimony would recommend a Multiple-Card-System. In this, each Added Entry would be the minimum necessary to satisfy the Canon of Relevance. To achieve this, the Law of Parsimony would allow a number of additional Rules in the Catalogue Code to take care of the different kinds of Added Entries. Such additional Rules for Specific Added Entries would prescribe omissions of Series Note and Accession Number, shortening of Title, and shortening of every other category not acting as a link between a Specific Added Entry and its Main Entry. For example, in the Classified Catalogue, Rules would provide for the omission, in the Second Section of a Specific Added Entry, of the Individualising Elements added to the Author's Name in the Heading of the Main Entry.

035 Principle of Local Variation

0350 Principle of Local Variation.—The principle that

- 1 the International Catalogue Code should mark out the factors to be left to the care of each National Catalogue Code;

- 2 a National Catalogue Code should mark out the factors to be left to the care of each Linguistic Catalogue Code in a multi-lingual country like India;

- 3 a National Catalogue Code or a Linguistic Catalogue Code, as the case may be, should mark out

the factors, to be left to the care of the Local Catalogue Code of each individual library;

4 the Catalogue Codes in each hierarchical line should be consistent with one another without any mutual contradiction; and

5 each lower link in each hierarchical line should be a Supplement to all the upper links taken together.

0351 INTIMACY INHERENT IN SERVICE

Catalogue is a tool for a reader to find out his requirement in the library. It is an important tool in library service. Intimacy characterises service. Intimacy underlines the individuating particularities in the reader-library setting. The catalogue is a medium of communication in this intimate setting. Thus, local colour should be inherent in library catalogue. A library catalogue does have to conform to a pattern conceivable in abstract. The pattern should also be prescribed in abstract. But to invest it with the intimacy inherent in service, it should be impressed with the essential local colour. This is the message of the Principle of Local Variation. This local colour is to be assumed by the library catalogue in successive stages. Three or four stages are unmistakable—International, National, Linguistic, and Local. Corresponding to each stage there should be a different catalogue code. The International Catalogue Code gives only a general blue print, as it were.

0352 LANGUAGES AND THEIR RECONCILIATION

Difference in language will be the first point of deviation from the International Code. It has been shown in *Library catalogue: Fundamentals and procedure* that the Language of the Heading in a Catalogue Entry is an artificial language (34). Its syntax is different from that of any natural Language. It generally admits of nouns only,—with the exception that, when a language has no single noun to denote an isolate idea, the Heading may have to admit a noun qualified by an adjective—as for example, “Digestive System” to denote the functional organ concerned. Again the

nouns in the Heading should be in the nominative case. But the title-page in some of the languages like Sanskrit and Russian give the names of authors and collaborators in the instrumental case. Therefore the Linguistic Catalogue Code in such a language should give a rule permitting deviation from the Canon of Ascertainability in respect of morphological forms. The punctuation system of the artificial language of Headings is also artificial. Local Variation should be allowed in respect of punctuation.

0353 STYLE OF WRITING AND PRINTING

The style of writing or printing the elements in a catalogue entry depends on the script and the type-faces available. For example, Roman character admits of upper case, lower case and italics. It admits also of antique face and small capitals. Even when written by hand, it is possible to have corresponding varieties. But many of the Indian characters do not admit of all of them. As it is to-day, we have to have recourse only to white and black, and variation of *matra* (size). The International Catalogue Code should therefore deal with style, only in general terms—of dominance, subordination, and the like. The actual method of implementing these prescriptions will have to be stated only in a National Catalogue Code or a Linguistic Catalogue Code as the case may be. In this sense, either of these has to fill up some details in the blue print sketched by the International Catalogue Code.

0354 RENDERING OF PERSONAL NAMES

At present, certain National Catalogue Codes claiming international status presume competence to prescribe rules for the rendering, in heading, of a Name-of-Person of any culture whatever. This is attempting the impossible. Considerable research awaits to be done to delimit the boundary of the International Catalogue Code in this respect. The first step in this direction was taken by Unesco through its International Advisory Committee on Bibliography in 1952. In 1951, the Indian Library Association and the Indian National Commission for Unesco accepted a resolution of mine to request Unesco to make the rendering of Asian names the subject of one of its bibliographical projects.

This was done. The task was in the end entrusted to me. This gave me an opportunity to face the problem squarely. The details of this Unesco Project are given in Sections 13235 and 13236. Meetings with several cultural groups slowly allowed some awareness to dawn on the problem. Some streak of light has fallen on the problem.

03541 ENTRY ELEMENT

It was the Canon of Prepotence that let the light in. A modern Name-of-Person has many words. The potency from the angle of arrangement is not equally incident on all the words. In many names, it is greatest on one word. Generally speaking, a prepotent word in the name can be found. But in an appreciable number of cases, potency is concentrated most, not on one word, but on a doublet—that is on two words. Sometimes it is spread over three words. Whether a single word is prepotent or a double or a treble word is prepotent, it is obvious only to a native of the country to which the name belongs. An alien cataloguer cannot acquire sufficient competence in this matter. Even if a persevering cataloguer is enterprising enough to master alien names, it is doubtful if he can do it for all the foreign cultural groups. If he attempts to do it, he will become a specialist in cultural sociology at the cost of his loyalty and duty to the library profession in general and the cataloguing profession in particular. Our experience with such cultural-cum-linguistic specialists, functioning as cataloguers, confirms this fear. For, by the sheer impossibility of doing two things at one time, they are found to be naturally un-informed about current progress in the discipline of cataloguing and about the great changes coming over library service in our own days. They even show a tendency towards bigotry which denies even the very existence of Library Science and the Discipline of Cataloguing. A step in the right direction appears to be to entrust the problem of "single-worded or multi-worded entry element" to the care of the respective National Catalogue Codes. It is the duty of each National Catalogue Code to devise a method by which the singleness or multipleness of the entry element could be mechanically found out by a cataloguer of an alien culture.

The most obvious method will be to append to the National Catalogue Code schedules of multi-worded entry elements, assuming that these are fewer in the cultural group concerned than the single-worded entry elements. There may be less cumbersome methods available in certain cultural groups. For example, while discussing this problem with Sinhalese scholars in Ceylon, the concept of "Starter Word" emerged. By a "Starter Word" is meant a word which is the first of a multi-worded entry element. The other words are found to be consecutive to the Starter Word, exactly as they occur in the full name as it is uttered or printed on title-page. Perhaps a reprint of such national schedules may be separately issued for use by other national groups.

0355 SCRIPT AND TRANSLITERATION

Headings in many catalogue entries are proper names. They are names of persons, geographical entities, or corporate bodies. They do not admit of translation. For they are terms of extension. They are not expressive terms. Whatever be the script used in a catalogue entry, the heading should represent the proper name phonetically. This indicates transliteration. All the letters of one script do not have phonetic equivalents in another script. Therefore, transliteration is not a simple affair. Till now, the Roman script has been largely playing the part of the host-script. This has been due to historical circumstances. For, the renaissance-phase of the present cultural cycle appeared in areas of Roman script a few centuries earlier than in areas of any other script. Therefore, during the last few centuries, transliteration had virtually meant transliteration into Roman script. This has become such a rigid part of the mental set of the cataloguers of the West that the reverse movement of transliteration seems to have very little chance to be recognised, even at international level. This is again due to a historical factor. For, international bodies have been all along effectively confined to the membership of the West. Therefore, the idea produced by reflex action, on hearing the term transliteration, is that of the Roman script as the host-script. Therefore, the so-called International Catalogue Codes provide only for one-way transliteration. This is a violence to the Principle

of Local Variation. The newly awakening countries have much to do to remove this violence. In my recent experience with the Unesco Project on the Rendering of Asian Names, I had found this mental set in the Librarians of the West too rigid to be broken. They cannot dissociate transliteration from rendering. Nor do they see the reciprocal feature of transliteration. For them, Rendering of Asian Names is mostly transliteration in Roman script. This is a vexatious barrier I had met with in many international meetings. The West should become a little more aware of the "whole problem". Perhaps it is due to the viscosity of the mental set created in the years of Western dominance that the Indian National Bibliography contemplated the adoption of Roman script. May better sense dawn upon those responsible for this!

0356 ANALYTICAL ENTRY

The extent of the putting in of subject analyticals and author analyticals is subject to Local Variation of a narrower variety. This is bound to vary from library to library. Therefore a National or an International Catalogue Code should make the rules on such entries permissive, and not compulsory. The Supplementary Catalogue Code of a library should have rules defining their permissible extent in more rigid terms. For example, a library in India need not give analytical entries for essays in English, as there is the *Essay index* of Wilson and Co. But it should give analytical entries for essays in Indian languages, until an *Essay index* comes to be published for them.

0357 FLEETING MATERIAL

In a governmental library and in the library of a business body or an academic institution, a large and even exhaustive collection may have to be made from time to time, in connection with a particular problem engaging attention at the moment. After the problem is disposed of, the collection may not have use in the library. A few years ago, the Library of the United Nations had to amass considerable material on the Palestine Problem. After the settlement of the problem, that library could not afford to continue to keep on its shelves the entire load. Such materials

have only a limited period of use. We shall therefore denote them by the term "Fleeting Material". The duration of the accession as well as of the use of fleeting material may be too small to complete their cataloguing except by putting an enormous strength of temporary staff on it. And yet, it will all amount to a waste after a short while. The Canon of Local Variation would allow such Fleeting Materials to be merely shelf-listed; perhaps even this would be too much in some cases. It will be sufficient merely to arrange them on the shelves and deem them to stand "self-catalogued" so to speak. This was, for example, enunciated as follows by the United Nations International Committee of Library Experts which went into "the kinds of library service required by the United Nations and the methods by which such service can be most effectively provided," during its meeting from 2 to 9 August 1948. I was a member of that committee. And I had to stress hard this point of Local Variation and Fleeting Materials. This was because I had seen mad proposals of librarians in India that every scrap of printed paper coming into the library had an absolute claim to a share of the cataloguing time of the library. Lay-managements are often misguided into this absurd insistence. The document *Library services of the United Nations* (35) gives the recommendation of the International Committee in the following terms:—

"No attempt should be made to build up the collections for purposes of general historical research beyond the needs of the United Nations. . . . The library should be free to provide more summary treatment for much of its material and in some categories may omit cataloguing altogether."

0358 SELECTIVE CATALOGUING

Even in other kinds of libraries, the Principle of Local Variation will prescribe Selective Cataloguing. Materials used only occasionally may have to stand on the shelves or in vertical files, "self-catalogued". For example, my advice to the Central Secretariate Library in New Delhi was that such a treatment might be given to the large mass of annual reports and similar documents of various governments including those of the United Nations, accumulated for years in that library. Ignorance of this has led to

the wastage of the meagre library fund in certain places and to other kinds of havoc in other places. At the same time, they should be properly classified and catalogued in a research library, such as that of the Gokhale Institute, where they form the very basis of much of the work in the Institute.

Another application of the Principle of Local Variation is the freedom given to an individual library or to a Local Catalogue Code to cut down details rigorously for entries of certain kinds of materials. The *Prussian instructions* (36) gives the following list of categories of documents where the application of selective cataloguing may be allowed in public reference libraries:—

- 1 Manuals for schools or self-education;
- 2 Guides for elementary knowledge including books on sports;
- 3 Materials on domestic economy lacking scientific interest;
- 4 Popular informative books, especially in science, medicine and law;
- 5 Instructions for non-commissioned officers and privates;
- 6 Books of superstitious and occult content (!);
- 7 Light reading materials and songs for social purposes;
- 8 Juvenile and picture books;
- 9 Prayer and devotional books;
- 10 Minor works of local interest such as reports on festivities, exhibition catalogues, etc.;

For these books, added entries are almost omitted, various editions are combined on the same card and various other simplifications are made.

Again, cataloguing may have to be done to different degrees of fullness for different categories of materials. Mere shelf-listing may be sufficient for some. At the other extreme, for incunabula, for instance, detailed bibliographical cataloguing is necessary. A Local Catalogue Code must have freedom to adopt Differential Rules for different groups of materials. The Principle of Local Variation will call for all degrees of play of Selective Cataloguing.

036 Principle of Osmosis

0360 Principle of Osmosis.—The principle that, when a change in the Catalogue Code or in the Scheme of Classification becomes necessary in deference to the Canon of Context, on and after a chosen date

1 all the new accessions be catalogued and classified according to the new Catalogue Code and the new Scheme of Classification;

2 just those of the old collection as are known to be in much use be recatalogued and reclassified, with an additional temporary staff, if necessary, during the first few months;

3 the new accessions and the recatalogued and reclassified books be kept in a New Collection and similarly their catalogue cards too be kept in a New Collection;

4 the rest of the old collection be kept as Old Collection and similarly their catalogue cards too be kept as Old Collection;

5 readers' attention be invited by the Reference Librarian to the existence of the Two Collections;

6 if any book is taken out by a reader from the Old Collection, on its return by him it be recatalogued and reclassified and absorbed in the New Collection and similarly with its catalogue cards.

0361 CAPITULATION TO THE DEAD PAST

The Canon of Context will bring about changes in the Rules of Catalogue Code and in the Scheme of Classification. At present this change is met in one of two ways in cataloguing practice.

According to one, the entire collection of a library is recatalogued and reclassified. The cost of this is enormous. Often, to find the necessary money, active service is starved; reference service is cut out; book-fund is depleted. All this amounts nearly to a criminal waste of library fund. Law of Parsimony is therefore chagrined.

In the second way of practice, eyes are closed in the ostrich way to the change in the Catalogue Code and in the Scheme of Classification. The obsolete Code and Scheme are perpetuated in defiance of the Canon of Context and of the Laws of Library Science, and to the neglect of readers' unexpressed needs. This way amounts to tying the future up to the dead past. This capitulation to the dead past is fatal to any social institution; and library is a life-giving social institution.

0362 LIVING THE PRESENT

The right way shown by the Canon of Context is to live the present. We should neither waste the resources nor do disservice to readers. The Principle of Osmosis helps us to chalk out the right way. According to it, the documents of a library fall into three groups:—

- 1 New documents;
- 2 Documents—usually or mostly of recent past—continuing to be in active use; and
- 3 Old documents rarely, or only occasionally, in use.

When the Catalogue Code or the Scheme of Classification has to be changed, the three groups should be treated differently.

0363 NEW DOCUMENTS

From the date of change over, all the new documents should be catalogued by the New Code and classified by the New Scheme of Classification. These should be kept as "New Collection". Their catalogue cards also should be kept as a "New Collection", according to the Principle of Parallel Movement enunciated in chapter 8 of my *Library administration* (37), and *Library manual* (38). This does not mean any extra cost.

0364 RECENT DOCUMENTS IN ACTIVE USE

Within a short period after the date of change over to the New Catalogue Code and to the New Scheme of Classification or even in anticipation of it, the active documents of the recent past should be rapidly re-catalogued. In some cases, no serious change will be necessary. The only work to be done will be to pick out their cards from the old collection, and insert them in the new collection. The documents themselves should be similarly transferred from the old to the new collection, as and when the cards are transferred, according to the Principle of Parallel Movement. A suitable mark should be put above the class number on the tag in the back and in the back of title page to indicate the absorption of the document in the New Collection. In some cases, slight changes in the existing cards may prove sufficient. Only in a few cases, total re-cataloguing may become necessary. In all cases the routine of absorption should be completed for each quantum of documents as if it were a single indivisible job; otherwise, chaos will result. The quantity of man-hour needed for this routine of absorption will depend upon the number of documents to be so absorbed within the short time. In a Service-Library, eighty percent of use is estimated to be confined to the accessions of the last five years. Even this eighty percent is likely to be distributed as follows:—50 percent of the current year, 25 percent of the last year, 12 percent of the second last year, and so on in diminishing sequence. One method of systematically picking out the documents in active use is to register for the Catalogue Revision Section all the documents of the "Old Collection" going out on loan. When they are returned by readers, the documents will automatically go to the Catalogue Revision Section. Their catalogue cards should be checked up and the routine of their absorption into the New Collection should be completed. The pressure of this work will be high only for about three months in most libraries. Thereafter, it will decrease progressively. This way of absorption of old documents in current use will require additional staff only for a short period. The number of volumes to be so treated may not exceed 10,000 in a Service-Library. The extent of extra work

to be done on this kind of absorption in a National Central Library can be worked out from experience. Even there, the proportion of the special staff needed, to the permanent staff, and the duration for which the special staff will be needed will not be very different from that of a Service-Library.

0365 OSMOTIC PRESSURE OF USE

After the first few months of high-pressure absorption, the daily quota of absorption will become small. It will go on thinning almost to a vanishing point in about five years. By that time, all the "live Books" would have been transferred by the "Osmotic Pressure of Use" from the Old Collection to the New Collection. The "dead books" will for ever remain in the Old Collection, without any harm to any reader. This is the **Principle of Osmosis**. This is a contribution of the Principle of Local Variation applied in one of its extreme spheres of jurisdiction. This Principle of Osmosis suggested itself to me, while visiting many aged libraries during my tour of Europe and America in 1948. The pathetic look of the younger members of the cataloguing sections of big libraries caught my eye. They were internally revolting against having to use the Catalogue Codes of earlier centuries. But their chiefs, who had given up active cataloguing and active reference service and had become mere administrators and committee men, did not have the time or the willingness to understand the urge of the juniors to change over, in order to make library service real. Or, cataloguing was, in some places done by the old guards in whom mental fibrosis had set in and who did cataloguing without any awareness of the latest thought on library service or sensitiveness to the social changes since the time their Catalogue Codes were framed. When their thought was disturbed, they immediately struck the disturber, crying, "Theory, theory, all theory!" This made me think out the deeper reason for such wide-spread resistance to any change in cataloguing and classification. It was found to be the cost of the re-cataloguing of the whole of a large collection. This simmered in the mind for some time. The Principle of Osmosis came forth and gave a possible solution of the problem.

CHAPTER 04

ARTICLES AND CONTRACTIONS

041 Articles

Some rules prescribe omission of initial articles. The following list of articles is given to facilitate recognition:—

| | |
|----------------------------------|--|
| Arabic: ad, al, ar, as, at, ez. | Italian: gli, gl, i, il, l', la, le, lo, |
| Dutch: de, het, 't, een, eene. | un, una, uno |
| English: a, an, the | Portuguese: a, as, o, um, uma |
| French: le, la, les, un, une | Scandinavian: de, den, det, en, |
| German: das, der, die, ein, eine | et, ett |
| Hebrew: Ha, he | Spanish: el, la, lo, los, un, una |
| Hungarian: a, az, egy | Yiddish: der, di, dos |

The numeral adjective meaning "one" should be distinguished from an article of the same form and should not be omitted.

042 Contractions

The following are the contractions to be used, in writing entries:—

| | | | | | |
|---------------|---|--------|----------------|---|------|
| Abkürzung | ∴ | Abkurz | Before Christ | — | B C |
| Abridged | ∴ | Abr | Century | ∴ | Cent |
| Abteilung(en) | ∴ | Abt | Commentary | ∴ | Comm |
| Annotated | ∴ | Annot | Commentator(s) | ∴ | Comm |
| Annotation | ∴ | Annot | Compiled | ∴ | Comp |
| Annotator(s)— | ∴ | Annot | Compiler(s) | ∴ | Comp |
| Auflage(-n) | ∴ | Aufl | Dedicated | ∴ | Ded |
| Ausgabe(n) | ∴ | Ausg | Dedicatee(s) | ∴ | Ded |
| Ausgewählt | ∴ | Ausgew | Dedication | ∴ | Ded |
| Author(s) | ∴ | Auth | Edited | ∴ | Ed |
| Band | ∴ | B | Edito | ∴ | Ed |
| Bearbeiter | ∴ | Bearb | Editor(s) | ∴ | Ed |
| Bearbeitet | ∴ | Bearb | Edition | ∴ | Ed |

| | | | | | |
|----------------|----|--------|-----------------|----|-------|
| Edizione | .. | Ed | Preface | .. | Pref |
| Epitome | .. | Epit | Prologo | .. | Prol |
| Epitomised | .. | Epit | Pseudonym | .. | Pseud |
| Epitomiser(s) | .. | Epit | Redigirt | .. | Red |
| Erklärung(en) | .. | Erkl | Revidierte | .. | Rev |
| Fascicule | .. | Fasc | Revised | .. | Rev |
| Gekürzt | .. | Gek | Revision | .. | Rev |
| Gesammelt | .. | Ges | Revisor(s) | .. | Rev |
| Heft | .. | H | Samlede vaerker | .. | Sam |
| Herausgeber | .. | Her | Sammlung | .. | Sam |
| Herausgegeben | .. | Her | Special | .. | Sp |
| Illustration | .. | Ill | Teil(e) | .. | Te |
| Illustrator(s) | .. | Ill | Tome | .. | T |
| Illustrazione | .. | Ill | Tradotto | .. | Tr |
| Introduction | .. | Introd | Traduction | .. | Tr |
| Introduction | | | Traduit | .. | Tr |
| writer(s) | .. | Introd | Traduzione | .. | Tr |
| Introductory | .. | Introd | Translated | .. | Tr |
| Introduzione | .. | Introd | Translation(s) | .. | Tr |
| Joint | .. | J | Translator(s) | .. | Tr |
| Nouveau | .. | Nouv | Udgave(r) | .. | Udg |
| Nouvelle | .. | Nouv | Udgiver(e) | .. | Udg |
| Number | .. | Num | Übersetzt | .. | Übers |
| Omarbeide(t) | .. | Omarb | Übersetzung | .. | Übers |
| Oversat | .. | Overs | Uitgaaf | .. | Uitg |
| Page(s) | .. | P | Vertaler | .. | Vert |
| Popular | .. | Pop | Volume(s) | .. | V |

CHAPTER 05

LANGUAGE AND TRANSLITERATION

051 Favoured Language

051 Favoured Language.—The language in which the majority of the documents of the library occur.

Normally the language of the country or region or State is likely to be the Favoured Language. But in a special library, the Favoured Language may be different from the language of the country or region or State.

052 Scale of Languages

052 Scale of Languages.—A list of languages, to be kept by a library, in which the Favoured Language is given the first place and the other languages are entered in the decending scale of popularity.

It is not easy to give a definite and unique sequence of popularity for arranging the languages. But each library may be able to decide from experience some working scale. All that is wanted is that this should be a fixed one. For example, in the University Library at Madras, English was used as the Favoured Language. The scale of languages was as follows: English, Tamil, Malayalam, Telugu, Kanarese, Sanskrit, Hindi, Urdu, French, German, etc.

053 Most popular Language

053 Most popular Language.—Among a given set of languages, the language occurring earliest in the scale of languages.

054 Language of the Entries

0541 Proper Nouns in any Entry are to be written in the language in which it occurs on the title-page and its over-flow of the document, except that the special rules of Chapter 22 are to be followed in the case of the name of a Geographical Entity.

This is obvious. It is wrong to translate a Proper noun on the basis of the dictionary meanings of the word(s) constituting it.

0542 The title of a document is to be written in the language in which it occurs on the title-page.

05421 If the title of the document is not in the Favoured Language and it is not a proper noun but is descriptive, its translation in the Favoured Language may be added within square brackets as a separate sentence in the title section, either in the Main Entry alone or also in specific Added Entries according to a subsidiary rule to be framed by each library.

0543 A Class Index Entry is to be in the Favoured Language of the library.

055 Script of the Entries

055 If the title-page is not in the Favoured Script of the library, the words in all the entries are to be transliterated in that Script in accordance with an accepted table of transliteration.

The script of this book being Roman all the examples in it are in Roman script. It is equivalent to saying that the examples are printed as for a library whose favoured script is Roman.

056 The table given in the *Journal* of the Royal Asiatic Society of Great Britain and Ireland or any other standard table, put up as an international or national standard, as the case may be, is to be used for the scripts covered by them.

The table mentioned first in the above Rule is based on the agreement arrived at in an International Congress of Orientalists.

The first edition of this book reproduced a slightly modified form of that table. But in actual practice, we found it unhelpful because it did not indicate the shapes of consonant-vowel combinations. Twenty more pages would be required to indicate them. It was felt that the frequency of use of the tables would not justify sparing so many pages for them. Further, the bodies of the types of the different languages are so different that they cannot be composed in the same line. This necessitated the making of blocks for all the pages of tables. This would increase the cost beyond economic limits. The tables have, therefore, been omitted in this edition.

At present, tables exist only for transliteration into Roman Script. Tables for transliteration into other scripts are yet to be standardised.

CHAPTER 06

EVOLUTION OF THE CATALOGUE

060 Factors of Design

A Library Catalogue is essentially a tool. Hence, its parts, details, and shape are to be designed so as to make it an efficient tool. This means that in designing the Catalogue we must take into consideration three factors, viz.:

- 1 its chief functions;
- 2 the need for casual repairs and frequent addition of details even while it continues to be in use; and
- 3 the duration of its life.

061 Functions of the Catalogue

The functions to be performed by a library catalogue have been discussed in detail in the light of the Laws of Library Science, in the twenty-third volume of this series (39). That discussion may be summarised by the statement that a Library Catalogue should be so designed as

- 1 to disclose to every reader his or her document;
- 2 to secure for every document its reader;
- 3 to save the time of the reader; and
- 4 for this purpose, to save the time of the staff.

To pursue Cutter's line of approach and restate the purpose in a more specific way, the functions of a library catalogue are (40)

- 1 to enable a person to find a book of which either
 - A the author, or
 - B the title, or
 - C the subject is known;

- 2 to show what the library has
 - D by a given author,
 - E on a given subject, and
 - F in a given kind of literature; and
- 3 to assist in the choice of a book
 - G as to its edition, and
 - H as to its character.

062 Museum Tradition

Historically, however, the nature of the library catalogue has been for long influenced by a powerful tradition. In this tradition, undue emphasis was placed on the library as a museum, where books are housed for preservation. Under its influence, the primary purpose of the catalogue was naturally taken to be that of serving as an inventory of the contents of the library. To make this inventory catalogue as simple as possible, it was made of the title-a-line type, listing the books in the accession sequence, with the books themselves arranged on the shelves in the same accession sequence. The task of building up a catalogue of this primitive type is not difficult and calls for no very elaborate code.

063 Spirit of Salesmanship

The force that has been trying to oust this museum tradition may be described as the force of 'Salesmanship'. This force emanated from a new view of the library. According to this view, a library is an institution charged with the duty of converting every person in its area into its regular customer and serving the customers so well, so promptly, and with such exact reference to their specific needs, that they would gladly keep on as customers. A library is not a museum but a work-shop, full of life and activity. It is not the book which gets rapidly worn out by constant use that should worry a library according to this view, but it is the book which would seldom leave the shelf that needs anxious attention and effective treatment. This view is now revolutionising everything connected with the library—book selection, shelf arrangement, architecture, furniture, location, hours, finance, staff, attitude

towards readers, and last but not least the library catalogue. It is also among other things trying to relegate the spirit of inventory to its legitimate far off place in the back-ground so as not to smother the nascent spirit of service—service at any cost, service at any risk—which is slowly but rightly enlivening the libraries of to-day.

064 Struggle of the Catalogue

0641 FIRST VICTORY

The first struggle over the library catalogue between the inventory tradition and the service spirit resulted in a compromise. The title-a-line entry was preserved but the entries were to be, not in the accession sequence, but in the alphabetical sequence of the names of authors. This replacement of the vagaries of accession by the vagaries of the alphabet was, to some extent, due to the service spirit not knowing its own mind, not having had enough experience to know what interested readers most—the author or the subject-matter.

0642 SECOND VICTORY

But it did not take long to see the importance of subject-matter. The first result of seeing it was to get one more concession, viz., replacing the single alphabetical sequence by a number of such sequences—at the rate of one sequence to each of fifteen or twenty broad classes into which knowledge was divided. The catalogues of a few of our libraries are still at one or other of these stages.

0643 EMANCIPATION

The real emancipation of the library catalogue from the hold of the inventory tradition dates from the invention of the shelf-register, which, as the name implies, lists the books on the basis of a title-a-line entry, in a sequence which is exactly parallel to the sequence of the books on the shelves. The inventory spirit being thus cut off with a special register of its own, the catalogue began to develop along lines natural to itself and conducive to the fulfilment of the new service-spirit of the libraries.

0644 UNIPARTITE DICTIONARY CATALOGUE

The first line of development led to what is known as the Dictionary Catalogue. It consists of a single part, with the components differentiated to suit the different functions to be performed by the catalogue. The perfection of this form has engaged many an inventive brain from the middle of the last century. It has developed some new techniques—the fixing of subject headings being an example of colossal magnitude.

It has been said that the revolutionaries—the tradition-breakers—of one generation themselves become the conservatives of the next, fondly clinging to the new tradition, which they themselves founded in the place of those that they broke down. So it is in library cataloguing. The fascination of grappling with the difficulties with which the dictionary catalogue bristles seems to have so narrowed the vision that the immediate and next stage of evolution in the catalogue is either not perceived or resisted with bigotry.

065 Bipartite Classified Catalogue

The next stage in the evolution of the library catalogue consists in splitting it into two parts, on the basis of the differences of function—one part holding all the components giving information about what the library has on various subjects and the other holding all the other components. The arrangement in the former is by Call Numbers and Class Numbers and this is filiationary. The arrangement in the latter is alphabetical as in a dictionary. That this bipartite form of catalogue is a more evolved form than the unipartite dictionary catalogue will be conceded by those that believe that evolution means differentiation in structure to meet differentiation in function; those who, however, hold the view that the ultimate stages of evolution lead to unification and not to differentiation, must learn by experience the enormous difficulties of a dictionary catalogue and the comparatively easy elimination or handling of such difficulties in the classified form of catalogue emphasised in this code.

0651 A CAUSE FOR DELAY

The delay in the emergence of the bipartite form as the dominant form has been due, not merely to the resistance of the

practitioners of the unipartite Dictionary Catalogue, but also to the absence hitherto of a scheme of book-classification which

- 1 individualises specific subjects of any degree of intension whatever;
- 2 arranges specific subjects at all levels in an acceptable filiationary sequence; and
- 3 individualises the different books in a specific subject.

0652 A FALLACY

A subtle fallacy also leads to the retention of the Dictionary Catalogue in preference to the Classified. The ordinary reader, it is argued, is familiar only with alphabetical arrangement and that the catalogue, being primarily for his use, should be *purely* alphabetical. The premises of this argument are correct but a fallacy lurks in the introduction of the epithet 'purely'. All that the premises warrant is that there should be an alphabetical part through which the ordinary reader can enter the catalogue. The second part of the bipartite Classified Catalogue is alphabetical just for this purpose.

066 A Deeper Function

If the reader's interest is for a particular book or a book by a particular author, the alphabetical part is sufficient by itself to satisfy his want. But if it is interest in a subject which takes him to the library, his wants will be better served if the catalogue can spread before him a full, connected, panorama of all the materials on his specific subject, all its subdivisions, and all broader subjects of which it is itself a subdivision. Moreover, few readers are able to name their specific subjects exactly. It is a broader or a narrower subject that is usually thought of. But whatever is brought up and however wide of mark it may be, the alphabetical part tells him, as it were, "For all books on the subject you mention and on all connected subjects, look up the region of the Classified Part covered by number so and so." There he finds displayed the full field of his interest. When he enters it, he finds all that he was vaguely conscious of having wanted; and indeed it is only then that he is able to know the exact subject he wanted.

0661 UNEXPRESSED WANTS

The function of the number is exhausted as soon as the reader enters the region indicated by it. Thereafter the numbers do not occupy his thought or distract him. His mind is fully occupied with the helpful filiatory way in which the names of his books follow one after another. He is delighted. This delight is at bottom due to the satisfaction of unexpressed wants and to the getting of something which he did not know how to ask for. This represents a deeper function to be performed by the library catalogue.

067 A Duty of the Library

It is the duty of the library to meet such unexpressed wants, particularly because an ordinary reader does not know how to give shape to them and state them. The Dictionary Catalogue, with its inevitable alphabetical scattering of subjects instead of collocation, cannot satisfy this want. Its maze of '*See also*' directions will virtually tire out the ordinary reader by sending him from pillar to post.

0671 HOLISM IN THE CATALOGUE

It is unchivalrous to say to the reader, as it were, "You say you can enter the catalogue only with the alphabetical key. Ergo, then you shall have it! But you will have to use the alphabet not only at the beginning but throughout and to the very end." This is too great a penalty to be imposed upon the reader. It is pushing the 'alphabet' beyond its legitimate function. Real efficiency and gracefulness consist in confining the use of each tool to the purpose for which it is best suited or designed. To display the resources of a library in a filiatory sequence the correct means is the classified arrangement and not the alphabetical one. As the library catalogue has to do this and as the reader can enter it only with the alphabetical key, a bipartite catalogue with a classified and an alphabetical part is the only suitable one. Such a holism should prevail in the catalogue. It can be seen that the Classified Part is designed to suit the functions marked by Cutter as (C), (E), (F), (G) and (H); while the Alphabetical Part corresponds to

the functions (A), (B), (D) and to some extent (H) also. It can also be seen that the Alphabetical Part is virtually the Dictionary Catalogue *minus* the Specific Subject Entries.

068 The Future of the Catalogue

If the bipartite form of catalogue comes into general use, it will doubtless lead to more evolved and more efficient forms in the future.

For the time being, however, the bipartite classified catalogue should be popularised and this code is, therefore, devoted mainly to the rules relating to its compilation.

CHAPTER 07

STYLE OF WRITING

070 Introduction

The style of making the entries is, to some extent, to depend on the physical form of the catalogue. From this point of view, three physical forms may be recognised—the bound-book form; the loose-leaf form; and the card form. The choice of form has to be made in the light of the Fifth Law of Library Science. The main concern of the Fifth Law is to give full weight to the need for casual repairs and frequent addition of entries even while the catalogue continues to be in use. It has been discussed in detail in my *Five laws of library science* (41).

0701 PHYSICAL FORM OF THE CATALOGUE

The days of time-honoured bound-book form are gone for ever—never to return—at least in the case of a growing Service-Library. The loose-leaf form and the card form are so much alike, that they admit of nearly the same style of making the entries. As the card form marks a later stage of evolution, as it is rightly more popular, and as it is desirable to make the rules definite, this chapter deals only with the style of making entries for a card catalogue.

0702 CARD CATALOGUE

In order that the right sequence may always be easily maintained, each card is to get only one entry, except where rules provide for the consolidation of several consecutive entries into a single 'Consolidated Entry'.

Experience has singled out cards, 5" × 3" × .01", as of the most convenient size. They are referred to as 'standard cards' for cataloguing purposes. If the catalogue, as a tool, is to have

the longest lease of life possible, it is desirable that cards of the best texture should be used. To secure elegance, it is better to have ruled cards.

0703 PRINTED CARD

Next to the choice of the material on which the entry is to be made, we have to examine the mode of making the entry. Is the entry to be printed, type-written or written by hand? Printing will be ideal, if economically possible. As the cost of printing goes to-day, it is not economical for individual libraries. It may be possible in countries where co-operative cataloguing is practised. The number of such countries is, however, now small (42).

0704 TYPED CARD

As for typing, the chief problem is the availability of the right sort of ribbon which will leave behind it an indelible impression. The handling of single cards need not be considered however a serious handicap, as it may be possible to produce the cards in reels of suitable length. Typing may be too expensive for some libraries.

0705 WRITTEN CARD

Thus writing by hand may be the only mode practicable in many individual libraries.

0706 UNIT CARD SYSTEM

But, no library can get on with a single copy of the catalogue. Further, the tendency now is to have groups of small libraries knit together. This organisation involves having a number of copies of the catalogue. The number is usually too small, however, to make printing economical. Hence the library world is now engaged in carrying on various experiments in the matter. Many near-printing processes have now come into use. Libraries which use these processes or printing itself will find it economical to use the 'Unit Card' system. This system uses copies of the Main Entry Card for Added Entries also by adding the Headings of the latter at the top or underlining those words in the title-portion which should be regarded as Headings. Detailed rules for these are easily framed by individual libraries.

The rules of this chapter bear upon the style of *writing* the entries in cards in individual libraries. This brings us to two other issues, viz., the writing fluid to be used and the hand in which the entries are to be written.

071 Writing

0711 WRITING FLUID

0711 The indelibility of the ink used should be such as to make the entry last as long as the card lasts.

The catalogue is a permanent record and the cost of renewing it wholesale would be prohibitive. Hence this rule.

0712 USE OF PENCIL

0712 Call Numbers and Class Numbers should, however, be in pencil.

These are liable to revision and change. Hence this rule.

0713 LIBRARY HAND

0713 All words and numbers in an Entry are to be in a bold upright hand, their letters and digits being detached from one another.

As regards the hand, we are between two opposing factors. On the one side, the hand in which a person writes is singularly personal. The science of graphology is based on this fact. On the other hand, the catalogue of a growing library accretes to itself several entries from week to week, over an indefinitely large number of generations. Hence, if all the calligraphic idiosyncrasies of all the successive cataloguers be given full play, the catalogue would certainly become an unattractive hotchpotch. The library world would rather sacrifice the individuality in the handwriting of cataloguers than make the heterogeneous style of the catalogue offend or repel the readers. Accordingly, it has, in recent years, developed

an impersonal hand and dubbed it the 'Library Hand'. It is claimed that even a person with a bad hand can practise it with success and, what is more, can write it fairly fast. Here is Library Hand for the Roman Script and the Indo-Arabic Numerals.

LIBRARY HAND

A B C D E F G H I J
 K L M N O P Q R S
 T U V W X Y Z
 a b c d e f g h i j k l m n o p
 q r s t u v w x y z
 1 2 3 4 5 6 7 8 9 0

0714 RULES ON STYLE OF WRITING

Before we proceed to state the rules of this chapter, an apology is due to the reader. An actual demonstration of writing the various kinds of cards would be more effective than a chapter of rules. But, as the author of a book is denied the privilege of personal demonstration, he is driven to the circumlocutory mode of describing them by rules. Hence, I would request the reader to bear with me in this matter and follow the rules by actually writing out sample cards.

Position of Section

0715 The top-most horizontal line of a card is to be called the **Leading Line**.

0716 The left-most vertical line of a card is to be called the **First Vertical**.

0717 The vertical line which is to the right of the First Vertical of a card is to be called the **Second Vertical**.

072 Leading Section

0721 The Leading Section and all its continuation lines are to be commenced at the First Vertical.

073 Other Sections

0731 All the other Sections except an Index Section, an Accession Number Section, and the Second Section in a Series Index Entry are to be commenced at the Second Vertical.

0732 The continuation lines of all sections are to be commenced at the First Vertical.

0733 INDEX NUMBER

0733 The Index Section is to be as far to the right as possible in the last line in the Second Section or in the first line after its last line.

0734 SERIAL NUMBER

0734 The Serial Number in the Second Section of a Series Index Entry is to be commenced at the First Vertical, while the word which follows the Serial Number is to be commenced at the Second Vertical or as far further to its right as may be necessary if the

Serial Number is so long as to go beyond the Second Vertical.

0735 ACCESSION NUMBER

0735 The Accesssion Number Section is to begin at the First Vertical of the bottom-most line.

07351 If two or more Accession Numbers are to be written in the same Main Entry, they are to be in a sequence parallel to that of the Book Numbers with which they correspond.

074 Typography

0741 The words, other than auxiliary ones, in an Entry Element in a Block in a Heading are to be in Block Letters.

0742 A Directing Element is to be underlined. In print, it is to be in italics.

0743 A Descriptive Element is to be underlined. In print, it is to be in italics. The first letter of each word is to be in capital.

0744 All the words in an Entry, other than those covered by Rules 0741, 0742, and 0743, are to be written in ordinary hand as in prose.

0745 NUMERALS

0745 All numbers, other than those forming part of the name of a monarch or a pope or any such personage or of a corporate body and usually written in Roman Numerals, and other than Call Numbers and Class Numbers are to be in Indo-Arabic Numerals.

075 Sequence of Words

075 The words in a section are to be in their normal sequence, except where a different sequence is specifically laid down by a Rule.

076 Use of Capitals

076 The use of capitals is to be regulated by the rules of grammar of the language of the entry, subject to Rule 0741.

077 Punctuation Marks

077 Punctuation marks are to be given as in ordinary prose, subject to Rules 0771 and 0772.

It cannot be said that the rules of grammar regarding the use of capitals and punctuation marks are very rigid or definite. They are, I believe, made purposely elastic so that some freedom may be given to individual tastes. But the result of giving freedom to the varying tastes of the individual cataloguers of a library will make the Library Catalogue unseemly. Hence, it is recommended that the freedom, given by the rules of grammar, should not be extended by a library to its individual cataloguers but that each library should draw up its own rules and enforce them rigidly. On the other hand, it is felt that it is not desirable that the freedom of the libraries also should be cut out and a uniform set of rigid rules enforced on all libraries.

0771 A Comma is to separate two consecutive Blocks in a Heading.

0772 A Comma is to separate a Descriptive Element in a Block in a Heading, from what it describes.

0773 Circular brackets are to enclose each Individualising and Secondary Element.

078 Inclusive Notation

0781 Inclusive Notation or Closed Notation: A set of consecutive numbers represented by the symbol consisting of:

- 1 the first number of the set;
- 2 a dash; and
- 3 the last number of the set.

Example: 3—18.

0782 Open Notation: An indefinite continuation of consecutive numbers beginning from a specific number and represented by the symbol consisting of:

- 1 the specific number forming the beginning; and
- 2 a dash.

Example: 3—

0783 The members of a sequence of non-consecutive numbers and non-consecutive sets of consecutive numbers in inclusive notation, are to be separated by commas.

Example: 3—18, 41—57, 85—

0791 Size of a Book

0791 Each library is to maintain a specification for deciding whether a volume is to be regarded as

- 1 undersized; or,
- 2 oversized; or,
- 3 abnormal for the reason of having too many plates or maps or for any other peculiarity in its build or for any other reason such as rarity.

It is found from experience that it is convenient to have the pamphlets, the giant folios and the other abnormal volumes, arranged in separate sequences of their own. On the other hand, it is not desirable to have the entries corresponding to them taken out of their natural place in the catalogue. Hence, there must be some simple method of showing, in their entries, the sequences in which they may be found in the stack-room.

One does not wish to be dogmatic in fixing the size for a 'pamphlet', 'giant folio' and so on. That is why this rule leaves the specification in the hands of individual libraries. It is expected that each library should, in the light of experience, write out a specification as a supplement to this rule.

An illustrative specification is given here.

1 A volume is deemed to be undersized if

11 its breadth is less than 12"; and

121 its thickness is not greater than 2";

or

122 its thickness is not greater than 1" and its height is less than 6";

or

123 its thickness is not greater than 2" and its height is less than 5";

or

124 its thickness is not greater than 6" and its height is less than 2".

2 A volume is deemed to be oversized if its breadth is not less than 12".

3 A volume is deemed to be abnormal if

31 it contains not less than 50 plates or maps or both plates and maps taken together;

or

32 the paper is very poor, such as unpressed paper or paper loaded with clay;

or

33 the Reference Section recommends its inclusion in the abnormal sequence because of the

peculiar nature of the contents or the scarcity value of the volume.

07911 The Book Number of an undersized volume is to be underlined.

07912 The Book Number of an oversized volume is to be overlined.

07913 The Book Number of an abnormal volume is to be both underlined and overlined.

07914 In all the entries of a volume put in any other sequence, an appropriate sequence symbol is to be put consistently above the Class Number or below the Book Number.

In a public library, the sequence symbol may indicate the branch in which the volume is housed; in a university or college library, the department in which it is housed (43), and in a school library, the standard to which it is assigned (44).

The symbol indicating sequence should be inserted in all the Entries of the volume concerned.

It must be remembered that the primary sequence has no symbol.

0792 Continued Card

07921 If an Entry is too long for one card, it is to be continued in another card; the connecting phrase '*continued in the next card*' is to be at the end of the bottom-most line of the earlier card and the connecting word '*continued*' is to be at the right end of the top of the latter card. Further the Leading Section is to be repeated in all the additional cards. The sequence of such cards may be referred to as a set of '*continued cards*'.

07922 A sequence of Main Entries of periodical publications, having the same class number in their respective Leading Sections, written in different cards because of break in the set, or change of name or any other of the causes covered by Rule 702 is also to be treated as a set of 'continued cards'.

07923 If a set of 'continued cards' consists of three or more cards, the first card is to have the connecting phrase in the bottom-most line only; the last card is to have the connecting word at the top only and the intermediate cards are to have the connecting words at the top as well as at the bottom.

07924 The 'continued cards' are to be numbered serially, the serial number being written after the connecting word '*continued*' near the top of the card.

CHAPTER 08

ARRANGEMENT OF ENTRIES

081 Classified Part

0811 The entries in the Classified Part are to be arranged by the Class Numbers in their respective Leading Sections.

The ordinal arrangement of Class Numbers would depend on the Scheme of Classification used. If the Colon Classification is used, the ordinal arrangement is governed by Rules 024, 025 and 0251 of Chapter 02 of the *Colon classification*.

0812 MAIN AND CROSS REFERENCE ENTRIES

0812 The entries having the same Class Number in their respective Leading Sections are to be arranged among themselves in accordance with the succeeding Rules.

Such entries will be either Main Entries of works dealing chiefly with the specific subject represented by the Class Number in question or Cross Reference Entries of works which deal with it in a subsidiary way.

0813 MAIN ENTRIES

0813 Among the entries with the same Class Number in their respective Leading Sections, those with one or more Book Numbers are to have precedence over those without them.

The result of this Rule is to separate the Main Entries and Cross Reference Entries, relating to a given specific subject and to give precedence to the former group.

08131 Entries with Book Numbers in their respective Leading Sections are to be arranged among themselves by the Book Numbers.

The ordinal arrangement of Book Numbers would depend on the System of Book Numbers used. If the Colon Classification is used, the ordinal arrangement is governed by Rules 03015 and 03016 of Chapter 03 of the *Colon classification*.

08132 The position of a consolidated Main Entry is to be determined by the last Book Number in it.

08133 Entries with the same Class Numbers as well as Book Numbers in their respective Leading Sections will be a sequence of "continued" entries and they are to be arranged among themselves in their numerical sequence.

0814 CROSS REFERENCE ENTRIES

0814 Entries with the same Class Number and without Book Numbers in their respective Leading Sections are to be arranged among themselves by the Book Numbers, if any, in their respective Third Sections.

The result of this rule is that the Cross Reference Entries for a given specific subject will get grouped by the languages of the works cross-referred and those in each language group will get arranged chronologically by the year of publication of the book to which reference is made.

08141 Such of the entries coming under rule 0814, as have the same Book Numbers in their respective

Third Sections, are to be arranged among themselves by the Class Numbers which occur in their respective Third Sections.

This is simply one convenient way of making the arrangement definite.

0815 PERIODICAL PUBLICATIONS

0815 Entries which have no Book Numbers in their Leading Sections and have no Class Numbers in their respective Third Sections, but have the same Class Number in their respective Leading Sections will be a sequence of "continued" entries of a Periodical Publication; and they are to be arranged among themselves in their numerical sequence.

The result of this rule is that the entries for a given periodical publication will get arranged in their natural sequence.

082 Alphabetical Part

0821 The entries in the Alphabetical Part are to be arranged strictly by the alphabet, as in a dictionary and in conformity with the succeeding rules of this chapter.

The possibility and advantages of ruthless all-through alphabetisation are examined in my paper on *Alphabetical arrangement* (45).

0822 In the alphabetical arrangement no attention is to be paid to initial articles.

08231 German words spelt with the vowels ä, ö, and ü are to be arranged as if they were spelt a, o, and u respectively.

08232 Scottish names with the prefix Mac and its abbreviated forms such as Mc and M' are to be arranged according to their apparent alphabetical make-up.

The help of Cross Reference Index Entry is to be sought to link up the prefixes Mac, Mc, and M' by the application of the Rules of Chap 42.

08233 Names beginning with St and Ste are to be treated on the analogy of Rule 08232.

08234 The superior comma in a Scottish or Irish name or in a possessive case is to be ignored.

0824 GESTALT ALPHABETISATION

0824 The following ascending scale of ordinal values is to be borne in mind in arranging the entries in the Alphabetical Part:

- 1 Section space;
- 2 Full stop;
- 3 Comma;
- 4 Numerals in their natural sequence;
- 5 Bracket;
- 6 Words in Roman;
- 7 Words in italics, or underlined words; and
- 8 The word "and".

08241 CERTAIN TERMS

The priority of Section Space over Full Stop may be called the Rule of "Section before Full Stop". Similarly we can speak of the "Rule of Full Stop before Comma"; the Rule of "Comma before Bracket", the Rule of "Bracket before Words in Roman", and Rule of "Words in Roman before Words in Italics or underlined".

08242 ABANDONMENT OF THE RULE OF " NOTHING BEFORE
SOMETHING "

The above prescription omits the Rule of " Nothing before Something ", followed in other methods of arrangement. It has to be omitted on account of the uncertainty and the inconsistency with which authors and other persons write a word in their name either as a single word or as two or more words with empty space between them, or with hyphens between them. This phenomenon is described fully in Section 1838 and its Subdivisions. For example, one and the same name may occur in the same list in any of the following three forms:—

- 1 Sivasankaranarayana.
- 2 Siva-Sankara-Narayana.
- 3 Siva Sankara Narayana.

The " Nothing before Something " rule will scatter these three entries. At the same time, a person who looks up the Alphabetical list cannot be sure in which of these three forms his reference is likely to be found. It is for these reasons that the Rule of " Nothing before Something " has been abandoned in this edition.

08243 TRADITIONAL METHOD OF ALPHABETISATION

It has been usual to direct that homonymous words and phrases should be arranged among themselves according to their meaning, say, in the sequence;

- 1 Names of places;
- 2 Names of subjects;
- 3 Names of books;
- 4 Names of things; and
- 5 Names of persons.

But such a direction implies deliberation of a delicate nature during alphabetisation, which ought to be a purely mechanical affair (46). In this Code, absolute mechanisation of arrangement is sought to be secured by specifying the Rules of Writing and the Rule of Alphabetisation in a fully integrated manner. This is indeed an attempt to apply the Gestalt Theory of Alphabetisation enunciated in the *Theory of library catalogue*.

08244 OSCILLATION BETWEEN EXTREMES

In the first three editions of this Code, the Gestalt Principle was implemented to a severe degree. Between 1951, the year of edition 3 and now, some re-thinking has been done. As a kind of extreme swing away from the severe Gestalt Alphabetisation, the All-through Alphabetisation was practised. The Documentation Section of the Indian Standards Institution established a Standard on the basis of the latter. In this standard, arrangement is to be guided only by what is visible. For example "Mac" and "Mc" are not to be equated at all. It also refused to give different ordinal values to the different styles of writing. In the Indian Standards Convention held at Madras in December 1957, these two extreme positions were reviewed. It was decided that what could be truly helpful to the users of an alphabetical list, should be found somewhere midway between these two extremes.

08245 MIDWAY POSITION

The present edition of this Code has made an attempt to find this midway position. The Rules on the Style of Writing given in Chap 07, and the Rules on Alphabetical Arrangement given in this Chapter are so co-ordinated as to implement that midway position.

08246 *Example*

The combined effect of these two co-ordinated sets of Rules is illustrated by the sequence in which the following entries get arranged. The Headings alone are given in most cases. The word "Cambrije" has been improvised just for purpose of illustration.

1 CAMBRIDGE.

Three hundred years' progress.

2 CAMBRIDGE.

See also

CAMBRIJE.

3 CAMBRIDGE, BIBLIOGRAPHY.

4 CAMBRIDGE, EDUCATION COMMITTEE.

5 CAMBRIDGE, GEOGRAPHY.

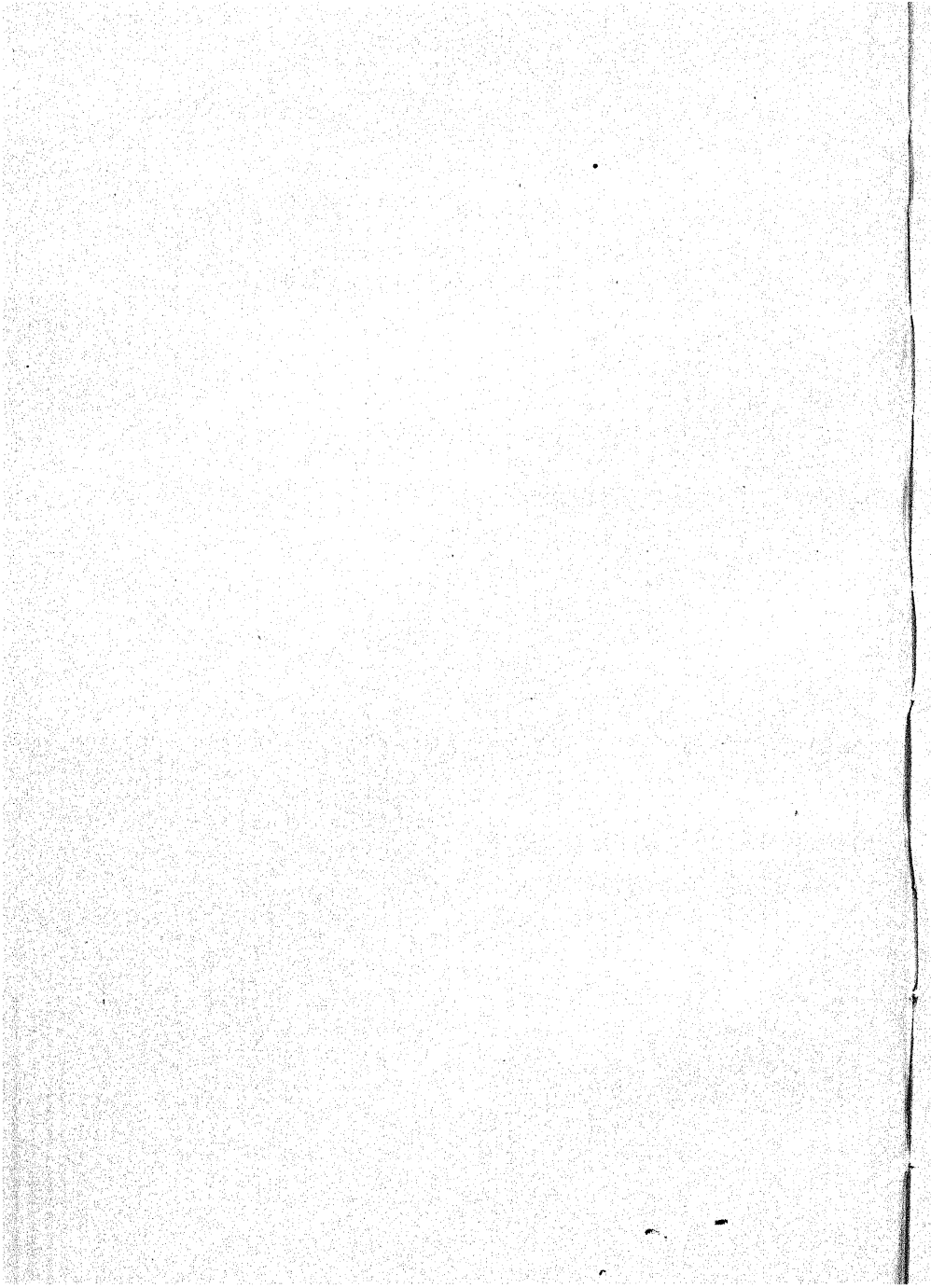
- 6 CAMBRIDGE, LIBRARY COMMITTEE.
- 7 CAMBRIDGE, TAXATION COMMITTEE.
- 8 CAMBRIDGE, *Pseud.*
- 9 CAMBRIDGE (City).
- 10 CAMBRIDGE (City), LIBRARY COMMITTEE.
- 11 CAMBRIDGE (Duke of) 1.
- 12 CAMBRIDGE (Duke of) 2.
- 13 CAMBRIDGE (John).
Aesthetics.
- 14 CAMBRIDGE (John).
Metaphysics.
- 15 CAMBRIDGE (John), DRAMA.
- 16 CAMBRIDGE (John), PHILOSOPHY
- 17 CAMBRIDGE (John), *Ed.*
- 18 CAMBRIDGE (John), *Tr.*
- 19 CAMBRIDGE (John) and Ross (E B).
- 20 CAMBRIDGE (John) and Ross (E B), *Eds.*
- 21 CAMBRIDGE (John) and Smith (John).
- 22 CAMBRIDGE (Massachusetts).
- 23 CAMBRIDGE ARCHAEOLOGICAL SOCIETY.
- 24 CAMBRIDGE GOWN.
- 25 CAMBRIDGE PHILOSOPHICAL SOCIETY.
- 26 CAMBRIDGESHIRE.
- 27 CAMBRIDGE TROPHY.
- 28 NEW SHAKESPEARE SOCIETY.
- 29 NEW SOUTH WALES.
- 30 NEWALL (J T).
- 31 NEWARK.
- 32 NEW YORK.
- 33 NEW ZEALAND.
- 34 SHIVASANKARANARAYANA AYYAR (Ramanathan).
- 35 SHIVA-SANKARA-NARAYANA AYYAR (Subramaniam).
- 36 SHIVA SANKARA NARAYANA AYYAR (Tiruvellore).
- 37 SHIVASANKARANARAYANA PILLAI (Salem).

In alphabetical works of reference such as Who's who and Telephone Directory punctuation marks and italics are not likely

to occur. Therefore, the compromise between strict All-through and Gestalt arrangements is not likely to cause any serious difficulty to the users of such reference works.

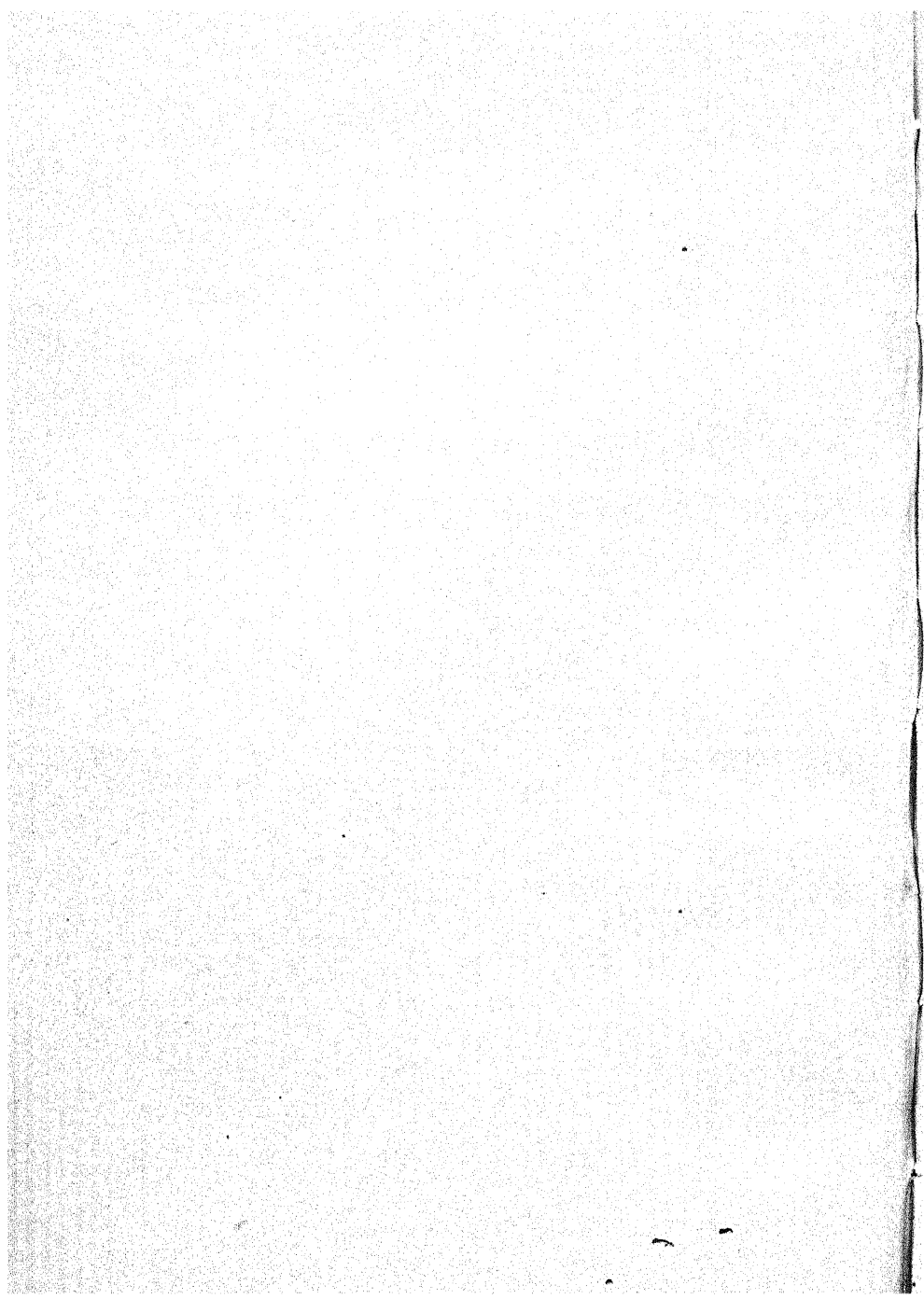
083 Guide Card

In the Alphabetical Part, one guide card for every three inches may prove sufficient. The Classified Part must be guided more profusely. The fact that the guide cards should be separated sufficiently so as to stand out distinctly is the only limiting factor. Subject to this, every possible Class should be guided. Even this limiting factor may be evaded to some extent by putting an inclusive class on the tab and featuring its subclasses in two or three columns on the body of the card to which the tab is affixed.



Part 1

TERMINOLOGY



CHAPTER 11

WORK

111 Knowledge-Unit.—An assumed term.

It may extend in print to several volumes at one extreme or to only a single sentence or even a single word at the other extreme. For example, the Knowledge-Units, contained in and denoted by the following, stand arranged in the decreasing sequence of their sizes:

- 1 Encyclopaedia of general knowledge;
- 2 Encyclopaedia of library science;
- 3 This book itself—*Classified catalogue code with additional rules for dictionary catalogue code*;
- 4 Part 1 of this book—Terminology (of cataloguing);
- 5 Chapter 11 of this book—Terms connected with “Work”;
and
- 6 The definition given in this very Rule in the first line of this chapter.

112 Thought.—Knowledge-unit.

This term is introduced for brevity. We often speak of the Thought-Content of a book or of the work that it embodies.

1121 Macro Thought and Micro Thought.—These are relative terms, with meanings loosely fixed by convention. Examples 1, 2, and 3 given under Rule 111 may be taken to denote Macro Thought. And examples 4, 5, and 6 may be taken to denote Micro Thought. Ordinarily, a book greater in size than a pamphlet may be said to embody Macro Thought.

So also, a pamphlet, an article in a periodical, a section of a book, a picture, or a map, may be said to embody Micro Thought.

113 Expressed Thought.—Thought expressed in language, or symbols, or in any other mode, and thereby made communicable.

The above definition itself is Expressed Thought. It is expressed in the English language. A picture is also Expressed Thought. A mathematical or a chemical formula is again Expressed Thought. A gesture is equally an Expressed Thought.

114 Work.—Expressed thought.

This term is introduced for brevity and elegance.

1141 Abridgement.—Reduced form of a work got by condensation and/or omission of details, but retaining the general sense and the unity of the original work.

For example, Chap 1 of my *Library manual* gives an Abridgement of my work entitled *Five laws of library science*.

1142 Adaptation.—A version of a work, re-written for a particular purpose, but not so changed as to be deemed an independent work on the basis of the quality of its thought and expression. The Adaptation may be either in the language of the original work or in any other language.

For example, the chapter on Cataloguing in my *Library manual* is an Adaptation of the work contained in this book, for use in small libraries. So also, the chapter on Classification in my *Library manual* is an Adaptation of the work contained in my *Colon classification* and of the work contained in the *Decimal classification*. The *Ramayana* of Kamban may appear to be an Adaptation of the *Ramayana* of Valmiki. But it is an independent work

on account of its own individualistic quality of thought and expression. So also, the Bengali and the English versions of the *Gitanjali* of Tagore should be taken as independent works and not as Adaptations of each other.

115 Title.—Name of work.

For example, *Classified catalogue code with additional rules for dictionary catalogue code* is the Title of the work contained in this book.

1151 Subtitle.—A secondary or subordinate title usually explanatory.

For example, in the full title of my book *Heading and canons: Comparative study of five catalogue codes*, the part *Comparative study of five catalogue codes* is Subtitle.

11511 Alternative Title.—A subtitle introduced by “or” or its equivalent.

For example, in the full title of my work, contained in the book *Social bibliography or physical bibliography for librarians, authors, and publishers*, the part *Physical bibliography for librarians, authors, and publishers* is Alternative Title.

1152 Short Title or Abbreviated Title.—The name of a work, more brief than its full title.

For example, *Library development plan* is the Abbreviated Title of my work contained in the book with the title *Library development plan, with draft library bills for the Union Government and the Constituent States*.

11521 Half-Title.—Title, usually short, given on the page of a printed book, usually found before the page containing the full title of the work contained in the book.

For example, “Classified Catalogue Code” is printed as the Half-Title of the work contained in this book. It is so printed in

the half-title-page which is on the recto of the leaf preceding the title-leaf.

11522 Running Title.—Short title usually found printed in the top line of each verso page or all the pages of a book.

For example, "Classified Catalogue Code" is printed as Running Title in the top of each verso page of this book.

11523 Binder's Title.—Short title usually found tooled on the spine of a book.

For example, "Classified Catalogue Code" is tooled on the spine of this book as the Binder's Title.

1153 Tell-Tale Title.—Title that discloses the subject of the work.

For example, the title of this book is a Tell-Tale Title.

1154 Uniformised Title.—Title uniformised by popular or cataloguing usage in lieu of listless, and often unintended, variants of the title of one and the same work in different editions or the titles of different volumes of one and the same work.

For example, the work which had for its original title *Code civil des Francis* was later given the title *Code Napoleon*. It is helpful to use one uniform title for it in the place of its variants. Generally, a Sacred Book of a religion is given slightly varying titles from time to time, without any significance. There is therefore a need for adopting a Uniformised Title for it. *Bible*, *Vedas*, and *Talmud* are examples of such Uniformised Titles. The same thing happens also in the case of Classics and Works of Literature. Many Governmental and other Annual Reports change their titles listlessly. For example, it may be *Administration report on agriculture* in one year, *Annual report on agriculture* in another year, and *Review of agriculture* in a still another year. This is also a

case where a Uniformised Title is called for. Uniformisation of title may also be necessary in respect of a Periodical Conference. This is a case in which the Canon of Ascertainability is not followed rigidly.

1155 Fanciful Title.—Title that does not disclose the subject of the work. It may also be called **Proper name title**.

For example, the title *Library cheque-book of five leaves*, which is the name of a work of mine given as an address to the German Library Conference in Berlin in 1956 and published as an article in the *Granthalaya*, the organ of the Hyderabad Library Association in the same year, is a Fanciful Title or a Proper Name Title. For its thought-content is my Five Laws of Library Science. This subject of the work is not disclosed by its title. In fact, most of the people in the conference felt intrigued by the title announced for my address, until they listened to the address. A title like *Oxford book of English prose*, which contains a proper noun, may also be taken to be a **Proper Name title**.

116 Sacred Work.—Basic work of a religion, generally accepted as such among its followers.

Vedas, Upanishads, Tantras, Tripitakas, Talmud, Bible, New Testament, and Koran are examples. A Sacred Work is often treated as if it were a class or subject. To distinguish such a class or subject from a normal class or subject, it is called a quasi-class or quasi-subject. Each part of a Sacred Work is also treated as a quasi-class which is a subclass of it. Chains of such subclasses of it are usually enumerated in an articulated sequence.

117 Classic.—Work usually having embodiments in several versions, adaptations and translations, attracting other works on itself, and getting copied out and/or brought out in print even long after its origin.

For example, Aristotle's *Poetics*, Newton's *Principia* and Marx's *Capital* are Classics. A Classic too is often treated as if it were a class or a subject. That is, it is regarded as a quasi-class or quasi-subject.

118 Work of Literature.—Work in the form of a poem, drama, fiction, prose, *champu*, or any other literary form, of which the outstanding qualities are taken to be beauty of form, emotional or intuitional appeal, and endless layers of suggestions in regard to meaning, and/or which is of intuitive or trans-intellectual origin.

For example, *Ramayana*, *Iliad*, *Sakuntala*, *Canterbury tales*, *Hamlet*, *Hound of heaven*, *Post office*, and *Apple cart* are Works of Literature. A Work of Literature is treated as if it were a class or a subject. That is, it is regarded as quasi-class or quasi-subject.

1191 Quasi-Class.—Work which is treated as a class in a classification scheme, or whose title is used as a subject-heading in cataloguing practice.

As we have seen in Rules 116, 117, and 118, a Quasi-Class is usually a Sacred Work, or a Classic, or a Work of Literature. Such works are usually governed by special rules in a Cataloguing Code.

1192 Pedestrian Work.—Work which is not eligible to be made into a Quasi-Class or a Quasi-Subject.

Most of the works published today are Pedestrian Works. They are not Sacred Works of religion. Nor are they Classics. All works passing for poems, dramas, or any other form of work of literature may not, in reality, deserve to be treated as Quasi-Classes or Quasi-Subjects. Some may be only Pedestrian Works. And yet, it is the practice in cataloguing to treat them as if they are Quasi-Classes or Quasi-Subjects. This is because the line of demarcation between a true Work of Literature and a Pedestrian

Work in verse, drama or any other literary form is not sharp enough. To distinguish them and treat some of them as Pedestrian Works would amount to a violation of the Canon of Retiscence on the part of the classifiers or the cataloguers as the case may be.

CHAPTER 12

AUTHOR AND COLLABORATOR

121 **Person.**—An assumed term.

122 **Corporate Body.**—1 A number of persons taken collectively—usually as united, or organised, or coming together informally, in a common cause or for common action such as governmental business, or commercial or industrial or service or political or any other business, or for deliberation, or for collective expression of opinion or statement.

2 A number of corporate bodies, in sense 1, taken collectively—usually as united, or organised, or coming together informally, in a common cause or for common action such as governmental business, or commercial or industrial or service or political or any other business, or for deliberation, or for collective expression of opinion or statement.

For example, Government of India, Madras Chamber of Commerce, Union of Textile Mill Owners of Coimbatore, Ramakrishna Mission, Indian National Congress, Indian National Trade Union Congress, Constituent Assembly of India, Villagers' Gathering at Ubhiavedantapuram, District Board of Tanjavur, Corporation of Madras, Panchayat Board of Shiyali, Madras Library Association, Indian Mathematical Society, and Old Boys' Association of the Hindu High School, Shiyali, are Corporate Bodies in sense 1.

United Nations, Afro-Asian Conference, International Federation of Library Associations, Federation of Indian Chambers of Commerce, Inter-University Board of India, and Commonwealth Universities' Conference are Corporate Bodies in sense 2.

1221 Organ of a corporate body.—Non-autonomous part of a corporate body formed by

1 the constitution of the parent body; or
2 a legislative executive or administrative measure, for administrative or deliberative work for an indefinite period, within the field of function of the parent body; or

3 a legislative, or executive, or administrative measure for a specific piece of work for a specified duration, within the field of function of the parent body.

12211 Constitutional Organ.—Organ of the category 1 mentioned in Rule 1221.

12212 Administrative Organ.—Organ of the category 2 mentioned in Rule 1221.

12213 Permanent Organ.—Organ of the categories 1 or 2 mentioned in Rule 1221.

12214 Temporary Organ.—Organ of the category 3 mentioned in Rule 1221.

12215 Organ of the First Remove.—Organ intrinsic to the constitution of the parent body.

12216 Organ of the Second Remove.—Organ of any organ of the first remove.

12217 Organ of the Third Remove.—Organ of any organ of the second remove.

12218 Organ is itself a corporate body.

For example, 1 The President of India, the Parliament of India, the Federal Court of India, the Governor of Madras, the Madras Legislative Assembly, the High Court of Madras, the Madras Council of Ministers, the Senate, the Academic Council, the Syndicate, and the Faculties of the Vikram University, the Council of the Madras Library Association are all Constitutional Organs of their respective parent bodies.

2 The Ministry of Education of the Government of India, the Library Committee of the Vikram University, the Publication Committee of the Madras Library Association, the Reception Committee of the Indian Mathematical Conference of 1957, and the Professors' Council of the Vivekananda College are Administrative Organs of their respective parent bodies.

4 The Indian Taxation Enquiry Commission of 1956 was a Temporary Organ of the Government of India.

6 The Privileges Committee of the Loka Sabha is an Organ of the Second Remove of the Government of India.

7 The Subcommittee of the Privileges Committee and the Advisory Committee for Secondary Education of the Ministry of Education are Organs of the Third Remove of the Government of India.

1222 Government.—1 Corporate body with full or limited sovereign power over a territory. It has generally functions of execution, legislation, justice, and administration. Other functions, such as defence, taxation, regulation of commerce, public transport, communication etc., will vary with the degree of limitation in the sovereign power.

2 Local Authority in charge of the regulation, promotion, and/or provision of specified local public services in an area, under power delegated by the

government within the territory of which its own area lies, and with a defined extent of autonomy.

3 Organ of 1 or 2 defined above.

For example, 1 the Government of India, the Government of Madras, and the Government of the United Kingdom are Governments in the first sense.

2 The District Board of Tanjavur, the Corporation Madras, and the Panchayat Board of Shiyali are Governments in the second sense.

3 The President of India, the Parliament of India, the Supreme Court of India, the Council of Ministers of Madras, and the Council of the Corporation of Madras are Governments in the third sense.

1223 Institution.—1 Independent or autonomous corporate body other than a government. It may be created by a government, or constituted under a statute, or formed voluntarily—either formally or informally. It has or it is intended to have continued existence and functions beyond that of merely convening a conference.

2 Organ of 1 defined above.

For example, the Madras Library Association is an Institution in the first sense. And the Council of the Madras Library Association is an Institution in the second sense. Instances of autonomous bodies are discussed in Chapter 14.

1224 Conference.—1 Meeting for deliberation or formulation and expression of opinion or sentiments, not convened by a Government and made up of its own personnel,

not convened by and made up only of the members of any single Institution or to form an Institution;

not convened jointly by more than one Government or Institution and confined only to their own members;

but convened and conducted either spontaneously by a number of persons or corporate bodies to consider matters of common interest,

or by a body which has no function or existence beyond the conference convened and held by it, or by a body whose primary function is only the convening and holding of conferences at intervals.

2 Organ of 1 defined above.

For example, the Indian Mathematical Conference of 1957 is a Conference in the first sense. The Reception Committee of the Indian Mathematical Conference of 1957 is a Conference in the second sense.

12241 Organ Conference.—Any category of Meeting excluded from the definition of a Conference in Rule 1224. It is an Organ of the Corporate Body (ies) convening it.

123 Author of a Work.—1 Person creating the work, *ie* the thought and the expression constituting it.

2 Corporate body owning responsibility for a work *ie* for the thought and expression constituting it.

1231 Personal Author.—Person as author, the responsibility for the thought and expression constituting the work resting solely on his private capacity and not on the capacity of any office being held by him within a corporate body, nor on that body.

For example, S R Ranganathan is the Personal Author of the work contained in this book, although he holds the office of

Vice-President of the Madras Library Association which publishes this book. For, the responsibility for the thought and the expression constituting the work rests solely on him in his private capacity, and not at all on the Madras Library Association or on him in his official capacity as its Vice-President.

1232 Corporate Author.—Corporate body as author, the responsibility for the thought and expression constituting the work resting solely on it or any organ of it, and not on the private capacity of any person or persons forming part of or holding office in or in any other way connected with that body.

For example, 1 the Library Committee of the University of Rangoon is the Corporate Author of the *Catalogue of periodicals in the University and other libraries of Rangoon*, 1937, though it might have been actually compiled by the librarian of that University.

2 The work contained in the book entitled *Rulings of S Satyamurti, the Mayor of Madras*, 1940, does not have Satyamurti as its personal author. But it is of Corporate Authorship. The Author is the Mayor of Madras. As the Mayor of Madras is elected only for a period of one year, it had been necessary to add the name of Satyamurti also, not as name of the personal author, but as a means of individualising the particular Mayor who gave the Rulings. The Rulings were given not in his private capacity, but only in the capacity of Mayoral Office.

3 The work contained in the book *Despatch including a report as to irrigation projects on the Upper Nile*, 1901, by the Agent and Consul-General of Great Britain in Cairo is of Corporate Authorship and not of personal authorship. For the *Despatch* was written by the gentleman working as the Agent of the Government of Great Britain in Cairo, not in his private capacity, but in his corporate capacity as an organ of the Government of Great Britain.

124 Compiler.—1 Author, personal or corporate, making up a work by collecting information from various sources and arranging them in a particular way.

2 Collaborator, personal or corporate, assembling together different works or portions of different works into a single document.

For example, the author of *Concordance to the Bible*, or of the *Concordance to Keats*, or of a Directory, or of a Who's Who, or of any other kind of serial is a Compiler in sense 1. The editor of an anthology is Compiler in sense 2.

125 Joint Authors.—Two or more authors, personal or corporate, sharing responsibility for the thought and expression constituting the work, the portion for which each is separately responsible not being either specified or separable.

For example, the responsibility for the thought and expression constituting the work contained in the book *Library manual*, 1951, by S R Ranganathan and K M Sivaraman is shared by the two authors. The portion for which each is separately responsible is neither specified in the work nor it is separable. Therefore this work is of Joint Authorship.

126 Collaborator.—Person or corporate body associated with a work and/or its author or authors in a secondary capacity not amounting to authorship, e.g. director, guide, assistant, commentator, illustrator, engraver, translator, reviser, editor, writer of introduction or foreword, epitomiser, adapter, libratist, writer of the words in a musical composition, writer of the words in a pictorial book.

For example, in the work contained in the book *Manual of chemical technology* (1904) by Rudolf Von Wagner, it is stated that the work was revised by Ferdinand Fischer, that it was translated from the 13th German edition by William Crookes, and that it was also edited by the same Crookes. We therefore say that Fischer and Crookes are collaborators associated with the work contained in the book in secondary capacities not amounting to authorship.

127 Sponsor.—Person or corporate body with whose good will, authority, or finance or under whose auspices a work is published, though the responsibility for the thought and expression constituting the work does not at all rest with the said person or corporate body, but rests solely on the author of the work as a whole or on the respective authors of the different contributions in the work.

A sponsor is not author. But a periodical publication is often traced by a reader through the name of its sponsor. This tradition is more than a century old. Cataloguing practice has to strive hard to get away from the tradition of treating the sponsor as if he were the author.

128 Pseudonymous Author.—An author assuming a false or fictitious name or any other specification different from the real name. A pseudonym may also be given by others to an author or it may even get started in a casual way, either in his own time or in later times.

The motive for the suppression of the real name may be various—diffidence; sense of shame; fear of consequences; freakishness; joking, mystifying, or hoaxing instinct; and so on. I myself used the pseudonym 'Arithmeticus' in an article to the *Educational review* of Madras in 1922, and the pseudonym 'Libra',

made up of the first five letters of ' Librarian ', in articles contributed in 1931 to the *Hindu*, a daily of Madras, as it was found expedient not to disclose my identity. While the psychology of such motives may be of interest for its own sake, it is not directly relevant to cataloguing. But the various degrees, to which the element of fiction and concealment is introduced in the pseudonym assumed or given, are not without interest.

1 At one extreme, there is the adoption or the gift of what appears like a regular name, though different from the real name. George Eliot is an example. The author's real name might have been forgotten and he may be remembered by some other name.

2 Secondly, the words constituting the real name may be permuted. For example, Arthur Travers Crawford used the pseudonym T C Arthur.

3 Thirdly, the letters in the essential word in the real name or in all or some of its words may be permuted. For example, Anne Lake wrote under the pseudonym Ekalenna. While such anagrams occur at all times, there appear to be some periods in the history of each community when the anagrammatic mood is in an epidemic phase.

4 Fourthly, the anagram may involve the omission of some of the letters.

5 Fifthly, the real name may be disfigured by the interpolation of letters or words among the legitimate letters and words.

6 Sixthly, the real name may be replaced by the initial letter of its words, or their end-letters, or by any combination of these, with or without intervening punctuation marks. When the initial letters are strung together, they are said to form Initonym. For example, Edward Hamilton Aitken adopted the initonym Eha. Pronounceable initonyms are nowadays frequently used to denote corporate bodies. Here are a few examples:

Uno=United Nations Organisation.

Unesco=United Nations Educational Scientific and Cultural Organisation.

Ifla=International Federation of Library Associations.

Afla=Asian Federation of Library Associations.

Insdoc=Indian National Scientific Documentation Centre.

Scapa=Society for Checking the Abuses of Public Advertising.

Socony=Standard Oil Company of New York.

7 Seventhly, a single pseudonym may be used to represent two or more joint authors; and conversely, a double pseudonym may be used to represent a single author, producing the illusion of joint authorship. For example, the two joint authors I Zangwill and L Cowen used the pseudonym 'J Freeman Bell'.

8 Eighthly, the same pseudonym may be used by different authors; and conversely, the same author may assume different pseudonyms for different works of his. There are cases of an author having had as many as twenty-five different pseudonyms.

9 Ninthly, the real name may be replaced by the name of place of birth, place of residence, nationality, or profession; academic or titular distinctions; real or assumed relationship; horoscopic peculiarities, personal peculiarities; political leanings; authorship of previous publications; pictures or diagrams; and in every other conceivable way.

1281 UNMASKING OF PSEUDONYMS

The unmasking of fictitious names and anonymity is a recognised field for bibliographical and cultural scholarship.

Germany appears to have been one of the first countries to devote attention to this problem. Two results are:

- 1 Placcii (Vincentii). *Theatrum anonymorum et pseudonymorum*. 1708.
- 2 Mylius (Johenn Christoph). *Bibliotheca anonymorum et pseudonymorum detectorum*. 2 V. 1740.

France soon followed with

- 1 Barbier (Antoine Alexandre). *Dictionnaire des ouvrages anonymes et pseudonymes*. 4 V. 1806-1809.
- 2 Querard (Joseph Marie) *Les supercheries litteraires devoilees*. 7 V.

Italy was later provided with

- 1 Melzi (Gaetano). *Dizionario di opere anonime e pseudonime di scrittori italiani*. 3 V. 1848-1859.

The **Scandinavian** countries own jointly

- 1 Collin (E). Anonymer og pseudonymer. 1869

The **Netherlands** has been supplied by

- 1 Doorninck (Jan Izaak van). Vermonde en naamlooze schrijvers opgespoord op het gebied. 2 V. 1883-1885.

The **Anglo-Saxon** countries are armed with the following publications:

- 1 Halkett (Samuel) and Laing (John). Dictionary of anonymous and pseudonymous English literature. 7 V. 1926-1932.
- 2 Stonehill (Charles A) etc. Anonyma and pseudonyma. 4 V. 1926-1927.

The **Indian languages** are yet to be provided with such bibliographical tools.

1291 Anonymous Work.—Work of unknown authorship either personal or corporate.

Many of the sacred books are anonymous. Some of the classics of old are also anonymous. A few pedestrian books also occasionally come out anonymously. In the German library practice, a work of corporate authorship also is treated as an anonymous work.

CHAPTER 13

DOCUMENT

131 Embodied Thought.—Record of work on paper or other material, fit for physical handling, transport across space, and preservation through time.

This book itself is Embodied Thought. It is recorded on paper by the process of printing. The record is bound in stiff board in order to make it fit for physical handling. Because it is so embodied, it is possible to send it to any part of the world. If it be not embodied as a record, it will soon be forgotten; and the work embodied in it cannot be preserved through time accurately, or preserved at all. The work known as the *Vedas* was not recorded in a document, for a long, long time. It could therefore be communicated to others in those far off days only by word of mouth. It could not therefore be known all through the world in those days, as it is today after being embodied in a document. Again it had to be handed down from generation to generation only through word of mouth. This had necessarily led to hundreds of versions of the same work. So it was with the ancient epic poems the *Ramayana* and the *Iliad*.

Such ancient works were first recorded on materials such as leaves, silk cloth, and stones. Later they came to be recorded on other materials and finally on paper. But even then, enough copies could not be produced economically for being sent out to many distant places. The invention of printing from movable metallic types and the continuous improvement of it have led to the overcoming of all such difficulties.

1311 Document.—Embodied thought.

This term is introduced for brevity. It was brought into use a few decades ago to emphasise embodied micro thought. It is now extended in use to include any embodied thought, micro or macro.

13111 Macro Document.—Usually a work expressing macro thought is embodied into a document all by itself. Such a document may be called Macro Document.

13112 Micro Document.—Usually a work expressing micro thought is not embodied into a document all by itself. Several micro documents are embodied in one and the same document. Then we say that the several Micro Documents are clubbed together in a single macro document.

13113 Host Document.—A macro document is called the Host Document for each of the micro documents embodied in it.

For example, a periodical is a macro document. Each article in it is a micro document. The periodical is the Host Document for each of the articles contained in it. So also, a book is the Host Document for each of its chapters and sections, which may be looked upon as micro documents.

1312 Volume.—Several leaves of paper or other material used for recording, either the whole or a part of a work, fastened together so as to be opened at any desired place.

1313 Thought-Content.—Expressed thought embodied within a document or a volume of it.

132 Cataloguer's Needs

1321 Title-Statement.—Record, in a document or a volume of it, of the title of the work embodied in it.

1322 Author-Statement.—Record, in a document or a volume of it, of the name(s) of the author(s) of the work embodied in it.

Page 3 of this book contains the Title-Statement as well as the Author-Statement of the work embodied in it.

1323 Supplement to Author-Statement.—Record, in a document or a volume of it, of the year of birth (and also the year of death in the case of a deceased person), and of the alternative name(s), if any, of each author of the work embodied in it, and in addition an indication of the Entry Element and the Secondary Element in each name.

‘Entry element’ and ‘Secondary element’ are defined in sections 1846 and 1847.

It has not yet become a common practice to give the Supplement to Author-Statement in documents.

1323I HOMONYM

But cataloguers find that the years of an author are the best elements to *resolve* homonyms in the names of authors. On account of universal literacy and cheap methods of printing, several authors with the same name are now producing works which are embodied into documents. It becomes difficult to distinguish the different authors with the same name. For some years, certain libraries have been endeavouring to ascertain the years of birth of the authors, in order to use them for resolving homonyms. The Library of Congress of U S A has been doing this work for all authors in the world, whose works it gets. But the response is not always satisfactory. In 1946 I attempted to get the years of birth of several authors whose names were not found in *Who is who*. Appeal through newspapers brought little information. Addresses of many authors could not be found out. Even when found out, requests did not elicit replies.

13232 ALTERNATIVE NAME

Again, cataloguers need help from Supplement to Author-Statement to link up the different alternative names including pseudonyms, which an author might have used in different works of his. If this help is not given by the documents embodying the several works, the cataloguer has to make inquiries to find them out. This would involve waste of cataloguing time. This waste will occur in all the hundreds of libraries acquiring his documents. Thus the total wastage involved will be huge in any community. The magnitude of this wastage is not easily realised. For, it is scattered into many libraries and is thus hidden. Such a wastage is easily avoided by each document giving the Supplement to Author-Statement.

13233 CHOICE OF ENTRY ELEMENT

Thirdly a new phenomenon is gaining in its dimensions in our own days. Firstly, authors are appearing in many more countries than in the past. Secondly, books of any one country are acquired in many other countries far more than in the past. These factors result from practically every country coming out of its cultural exhaustion and throwing forth many creative citizens on the one side, and the great increase in international exchange of thought and documents on the other. When the books of other countries come into a country, they bring with them new problems in cataloguing. These new problems are greatest in determining the Entry Element and the Secondary Element in the name of an author. A modern personal name is, in most cases, multi-worded. Three words may be taken as the average in a personal name. All the words do not have equal potency in individualising the name. The cataloguer has therefore to find out the most potent word(s) and use the same as the Entry Element in the heading of the entry. But different cultural groups often put the most potent words of a name, as it is in public usage, in different positions in the name. For example, the Chinese put it at the beginning of a name. The British put it at the end. In some cultures the potent or the Entry Element consists of two words, or three words of which one is a conjunction. In the names in some cultural

groups, the potent word carries with it the preceding conjunction or preposition, and the Entry Element has to include it. In some cultural groups, a personal name has honorific and other removable words. Even within a single culture such as that of India, each linguistic subgroup of culture follows different practices in this matter. It is not easy for a cataloguer born in one cultural group to find out the Entry Element in the personal name of every other cultural group. The situation is best met by the author of a document and its publisher indicating the Entry Element and the Secondary Element in the name of the author, in the Supplement to Author-Statement to be recorded in the document itself in a standard place.

13234 ENUNCIATION OF THE PROBLEM

The third of the above problems formed the subject of an appeal in my *Theory of library catalogue* (47). The appeal read as follows:

"Library Associations throughout the world should put their heads together and arrive at an agreed set of rules for the treatment of personal names. Such an international code is very necessary now-a-days when the libraries of almost every country have books by authors belonging to almost every one of the others."

13235 PROBLEM TAKEN TO UNESCO

The following calendar of events shows how the problem was taken by me to the level of Unesco.

- | | |
|-------------|--|
| 1938 | Appeal made in my <i>Theory of library catalogue</i> . |
| Nov 1949 | Unesco's Conference in Paris on the Improvement of Bibliographical Services. |
| 14 Mar 1951 | The following resolution was tabled by me for the Second Conference in Delhi of the Indian National Commission for Unesco: "That the following items be recommended for inclusion in the agenda for the proposed Conference of National Commissions to be held at Bangkok in 1951: "That an Asian Committee be set up to produce an authoritative set of rules for |

- the rendering of Asian Names in bibliographical entries;”
- 25 Mar 1951 Approval of the above resolution by the Delhi Conference, on being supported by Torres-Bodet, the Director General of Unesco, who was present at the Conference.
- 13-14 May 1951 Approval of the above resolutions by:
- 1 the First Conference of Asian Librarians held at Indore; and
 - 2 the Ninth All India Library Conference held at Indore.
- 14 Sept 1951 The document Unesco/Reg Conf II/16 contained the remark that the proposed Project would be in keeping with the Unesco's programme.
- 25 Nov 1951 Meeting of the Head of the Libraries Division of Unesco with a group of Indian librarians in Delhi and formulation of the contents and the stages of the Project.
- 26 Nov to
10 Dec 1951 Passing of the following resolution by the Second Regional Conference of Unesco National Commissions in South Asia and South Pacific, held at Bangkok:
- “(4) That consideration should be given to the proposals from the Indian Library Association to establish international committees to undertake the tasks outlined in document, Unesco/Reg Conf II/16 as follows:
- (a) Establishment of a committee for framing standard rules for the rendering of Asian names in bibliographical and catalogue entries.”
- 6 Jan 1952 Circulation of my draft Working Paper on the Project to all the probable participating countries, soliciting opinion.

- Mar 1952 Receipt of general approval from several countries and communication of the same to Unesco.
- 21-25 Apr 1952 Approval of the Project by Unesco's Provisional International Committee on Bibliography and Documentation held at Paris, and its assignment to India.
- 12 May 1952 Assignment of the Project to me by the Indian Library Association. *
- May-July 1952 Field-work and Group-Meetings in the regions of the following Languages: Marathi, Kannada, Tamil, Malayalam and Telugu.
- 31 July 1952 Finalising the Contract on the Project.
- August 1952 Circulation of the provisional findings of the Group-Conference of May to July to other linguistic regions in India and the other participating countries.
- Sep 1952 Field-work and Group-Meeting in Gujarathi linguistic region and the testing and the enlargement of the findings.
- Dec 1952 Field-work and Group-Meeting in Bengali linguistic region.
- Dec 1952 Discussion in Calcutta with some nationals of Pakistan, Indonesia, Malaya and Siam, about the structure etc., of the names in the respective languages.
- Jan 1953 Field-work and Group-Meetings in Hindi and Punjabi areas.
- Mar 1953 Circulation to participating countries of a pamphlet embodying the findings arrived at upto March 1953.
- 20-23 Apr 1953 Presentation of interim report to the First Session of Unesco's International Advisory Committee on Bibliography, held in Paris.
- 21 May 1953 Circular letter to all National and Regional Rapporteurs and to other helpers in all

- participating countries, furnishing a copy of the latest findings and asking for the final report to be sent within three months *i.e.*, by the end of August 1953.
- 1-4 June 1953 Meetings with Muslim scholars in Hyderabad.
- July 1953 Receipt of hints from Siam, Indo-China and Indonesia.
- 29 August 1953 Reminders sent to all participating countries and regions.
- 1-14 Sept 1953 Meetings with Muslim authors and scholars in Delhi.
- 22-29 Sept 1953 Field-work and Group-Meetings in Sinhalese region in Ceylon.
- 8 Oct 1953 Receipt of report from Viet Nam.
- 11 Oct 1953 Discussion of the draft rules for Indian names at a meeting of the Expert Committee for Documentation (=EC 2) of the Indian Standards Institution.
- 12-18 Oct 1953 Correspondence with Pakistan on the draft rules for Muslim names.
- 31 Oct 1953 Despatch of the final report to Unesco, Paris.

13236 GENERAL FINDINGS IN THE UNESCO PROJECT

Though there is demand for the above Report of mine to Unesco on the *Rendering of South Asian names*, Unesco has not yet published that report. One year was spent in getting opinions from France, Great Britain, and the United States of America. The French report gave general approval. The British report had no relevant substance in it. The American report was a long one. It largely dealt with style and terminology. It also contained a few useful suggestions. My remarks on the three reports were sent to Unesco, promptly from Zurich in October 1954. But nothing more has been heard of the further action intended to be taken by Unesco on this matter of great importance to the library profession.

It is worth mentioning here that the report mentioned the following general findings in the sections 72 and 81 of its annexure:

" 72 It is impossible to make all the cultural groups of the world to conform to a single efficient standard in Name-Formation. But it is possible to agree upon a single efficient standard for printing the name on the title-page. This will easily guide readers in changing over from Title-Page-Name to Entry-Name and vice-versa.

" 81 Laying down of a standard for Title-Page-Name on the following lines by all concerned including Unesco, Iso, Ifla, Fid and the corresponding bodies in the several countries, (along lines suggested below or in alternative ways).

- 1 The Entry Word or Entry Word-Group, as the case may be, should be printed in Black Face.
- 2 The Honorific Words, to be omitted in the Entry Name, should not be printed on the Title-page. If printed, they should be in Roman Cap and lower case, preferably in different lines and in a font of smaller size.
- 3 Any titular word, which should be included among the Additional Words following the Entry Word (or Entry Word Group) should be printed in italics.
- 4 Pseudonym should be separated from real name and printed in a distinctive style in a separate block.
- 5 Compound Family Names and Compound Individual Names should be hyphenated if the practice of the language does not admit of their being written as one word or if the author habitually separates them".

13237 INDIAN STANDARD

By the end of 1954, it was possible to guess that there was some reluctance in some quarters in Unesco either to give wide publicity to my Report or to take any further positive action on it. I felt, however, that the hard work put into it for two years should not be totally wasted. Therefore I took action at the national level in India, as the Chairman of the Expert Committee for Documentation (=EC 2) of the Indian Standards Institution. I requested that Committee to take action on the General Findings in my Unesco Report, quoted in section 13236. It really went up to the Committee as a general proposal to establish Standards for

the Preliminary Pages of a book. The most difficult of these Standards was the one relating to the Supplement to Author-Statement. The Committee co-opted representatives of the publishing and printing trades for this purpose. It struggled long and experimented with various styles of printing the Supplement to Author-Statement and with various places in the preliminary pages where it could be printed. The final standard arrived at is elegance itself. According to it, the Supplement to Author-Statement is to be printed near the top of the back of the title-page in small type. Words in the name, which are removable while rendering the name in the heading of a catalogue entry, should be omitted. The Entry Element alone in the name should be in antique face. The other irremovable words in the name should be printed in Roman. It costs nothing extra to print it. This Indian Standard does not interfere with the creative freedom of the artist in designing the title-page. The Supplement to Author-Statement printed on page 4 of this book is in accordance with the Indian Standard. It would have given additional lines for the alternative names of the author, if he had any, and for joint authors and collaborators if there were any.

13238 INTERNATIONAL STANDARD

In the Indian Standard, all the information necessary for a cataloguer in rendering the name of an author in catalogue entry will be readily found in the preliminary pages of the book itself. In other words the Cannon of Ascertainability (Rule 021) can have full sway in the matter. To make this possible, the Indian Standard in question throws a definite responsibility on the authors and the publishers. The information needed for the Supplement to Author-Statement is best known to the author himself. The publisher can get it from him without any difficulty when he gets the press-copy and can print it in the book as prescribed in the Indian Standard. A stitch in time saves nine, as the saying goes. If the publishers implement the Standard, it will save the cataloguing time, the cataloguing man-power, and the cost of cataloguing now involved in the search for the necessary information by several libraries. It often happens that the source of information—the author himself

—is not longer available. In view of this, the Indian Standards Institution entrusted me with the task of proposing the Indian Standard for consideration and adoption by ISO/TC46—the Documentation Committee of the International Standards Organisation. I did so at the Stuttgart meeting of ISO/TC46 in June 1956. All the cataloguers of the world should make common cause to get this Standard accepted at the international level, and to get it implemented universally by all the publishers in their respective countries.

1324 Collaborator-Statement.—Record, in a document or a volume of it, of the name(s) of collaborator(s) in respect of the work embodied in it, along with an indication of the role of each.

Whenever warranted, a modern document gives the Collaborator-Statement in the page giving the Title-Statement and the Author-Statement.

1325 Supplement to Collaborator—Statement.—Record, in a document or a volume of it, of the year of birth (and also of the year of death in the case of a deceased person), and of the alternative name(s), if any, of each collaborator in respect of the work embodied in it, and, in addition, an indication of the Entry Element and the Secondary Element in each name.

Commentary on this Rule is similar to that on Rule 1323.

1326 Imprint.—Record, in a document or a volume of it, of the name(s) of its publisher(s), of the name(s) of the place(s) of its publication, and of the year of its publication.

1327 Edition-Statement.—Record, in a document or a volume of it, of the number of each of the

successive editions of it or of a distinctive edition of it with a proper name, along with the year of publication of each.

'Edition' and 'Distinctive edition' are defined in sections 1341 and 1342. Page 4 of this book gives the Edition-Statement.

1328 Title-Page.—Page, of a document or a volume of it, containing its Title-Statement. Usually, it also contains the Author-Statement, the Collaborator-Statement, and the Imprint. It also indicates the Edition in many cases.

Page 3 of this book is its Title-Page.

13281 Over-Flow of Title-Page.—Page(s) immediately succeeding or preceding the title-page of a document or a volume of it and containing part of the information usually given on the title-page and/or some of the statements mentioned in Rules 1323, 1325, and 1327, and information about other additional factors such as the Series to which the document may belong.

Pages 1, 2 and 4 form the Over-Flow of the Title-page of this book.

13282 Title-Leaf.—The leaf of which the recto contains the Title-Page.

In this book the verso of the title-leaf contains the Supplement to Author-Statement, the Edition-Statement, and the Call Number which is virtually the Subject-Statement.

13283 Half-Title Page.—The recto of the leaf usually preceding the title-leaf and containing the half-title of the document.

Page 1 of this book is its Half-Title Page.

13291 Anonymous Document.—Document without Author-Statement.

133 Kinds of Documents

1331 Conventional Document of Kind 1.—Document with paper as basic material and with the work recorded on it in the phonetic symbols forming the script of an articulate natural or artificial language, with or without illustrations used as a help in the communication of the thought-content. The recording is done by printing, or by some near-printing process; or the record is a reproduction of the above or of the original manuscript of it by photographic, chemical, or any other so-called mechanical process, to a size more or less the same as that of the original.

For brevity, this may be denoted by the term **Printed Book**, using it in a general sense.

The conventional book, the periodical publication, and a facsimile reproduction of either are common examples. This book is a Conventional Document of Kind 1. The quarterly *Annals of library science* is also so. A facsimile copy of this book made by photographic process will also be a Conventional Document of Kind 1.

1332 Periodical Publication.—Conventional document of kind 1 with the following attributes:

1 A volume, or a small group of volumes of it, is intended to be published or completed normally once in a year (or at other regular intervals), though irregularity in interval is not ruled out;

2 Each successive volume, or periodical group of volumes, is usually distinguished by the year of publication and/or by a number belonging to a system of simple or complex ordinal numbers. Such a number is usually called a **Volume Number**;

3 The intention had been to continue the publication of the volume for ever, though not actually carried out; and

4 The intention had been to continue the same title in all the volumes, though not actually carried out.

The term **Periodical Publication** is also used to denote any single volume of a Periodical Publication as defined above.

13321 **Periodical**.—Periodical publication of which each volume is made up of distinct and independent contributions, not forming a continuous exposition, normally by two or more personal authors and normally the specific subjects and the authors of the contributions in successive volumes also being, in general, different, but all the subjects falling within one and the same region of knowledge, contemplated to be brought within its purview.

The term **Periodical** is also used to denote any single volume of a periodical as defined above.

Examples:

- 1 Annals of library science.
- 2 Proceedings of the Royal Society of London.
- 3 Zeitschrift der deutschen morgenlandischen Gesellschaft.

13322 **Serial**.—Periodical publication of which each volume or each periodical group of volumes

embodies more or less similar information, mainly relating to its year (or other period) of coverage.

The term **Serial** is also used to denote any single volume of serial as defined above.

Examples:—

- 1 Annual Report of the Director of Agriculture, Madras.
- 2 Madras telephone directory.
- 3 Statesman's year-book.
- 4 Who's who in America.
- 5 Year-book of the Carnegie Institution of Washington.

13323 Abstracting Periodical.—A periodical giving a catalogue of articles bearing on a stated subject and appearing in the current fascicules of periodicals, each entry being provided with an abstract of the article described by it. It may also include annotated entries of books currently published.

Examples:—

- 1 Biological abstracts.
- 2 Library science abstracts.
- 3 Science abstracts: Electrical engineering.

13324 Indexing Periodical.—A periodical giving a bare catalogue of articles bearing on a stated subject and appearing in the current fascicules of periodicals. It may also include bare entries of books currently published.

Examples:—

- 1 Agricultural index.
- 2 Technical index.
- 3 Law index.

1333 Book.—Conventional document of kind 1, other than periodical publication—that is, it has been

completed or has been intended to be completed in a finite number of volumes. It is generally in one volume. Some are in many volumes.

The above definition really connotes what is commonly understood by the term "Book". This book, for example, is a "Book" according to the above definition.

13331 Multi-Volumed Book.—Book in two or more volumes giving a continuous exposition, and, for this or for any other reason in the distribution of thought among the volumes, compelling the treatment of all the volumes as an inseparable set, *i e* as if they together form a single volume.

Examples:

1 The book *Principles of economics* of Frank William Taussig, published in two volumes in 1920.

2 The book *Letters* of Sir Walter Scott, edited by H J C Grierson and published from 1932 onwards in several volumes.

3 The book *Dictionary of the inorganic compounds* edited by M K Hoffmann and published in 1921 in four volumes. This book is said to be in three volumes. But the first volume consists of two parts published as independent volumes.

1334 Composite Book.—Book with two or more contributions, each with its own title, not forming a continuous exposition and often, though not necessarily, by different authors.

13341 Ordinary Composite Book.—Composite book provided with a single, generic title to denote all the contributions collectively.

Anthology of several authors, christomathy, hymn-book, prayer-book, song-book, symposium, Festschrift and similar compilations come under this category.

Examples:—

1 The book *Happy baby*, published in 1926. It has contributions from L Emmett Holt, Ralph Lobenstine, Harvey J Burkhart, Henry L K Shaw.

2 The book *University of Saint Andrews. Five-hundredth anniversary: Memorial volume of scientific papers*, published in 1911. This contains contributions by several authors.

3 *Science and religion, a symposium*, published in 1931.

13342 Artificial Composite Book.—Composite book without a generic title to denote all the contributions collectively.

An Artificial Composite Book may be created by the publisher by issuing two or more different books within one and the same cover, but without a common title-page. It may also be created by a library by binding several books together into a single volume.

1335 Contribution.—Work forming a part of a composite book, or a periodical, or a serial.

13351 Article.—Contribution in a periodical.

13352 Contributor.—Author of a contribution.

1336 Simple Book.—Book which is not composite, *i e* which embodies work by a single author or by joint authors. It may also be anonymous.

This book is a Simple Book.

1337 Incunabula.—A book printed within a few decades of the invention of modern printing—say in the fifteenth century.

1338 *Restricted Field of this Code.*—This code confines itself to the cataloguing of conventional books and periodical publications mentioned in Rules 1331 to 1336 only. This restricts its field to modern books and periodicals without any special features of physical bibliography needing description. In particular, it does not provide Rules for Descriptive Cataloguing or for the Cataloguing of Incunabula. These are of interest only to historical bibliographers and not to ordinary readers. A Supplementary Code is necessary for each of these excluded categories.

13391 **Conventional Document of Kind 2.**—Document similar to conventional document of kind 1 but the recording being in a non-conventional script, such as braille, stenograph, music in notation, and cipher.

13392 **Conventional Document of Kind 3.**—Document similar to conventional document of kind 1, except that the graphic medium is not phonetic symbols but essentially drawings, pictures, maps, and similar ones.

13393 **Conventional Document of Kind 4.**—Document similar to conventional document of kind 1, but the recording being done by handwriting. This is usually called **Manuscript**.

133931 **Non-Conventional Manuscript.**—Manuscript using material other than paper.

13394 **Non-Conventional Document of Kind 1.**—Mechanical reproduction of any kind of conventional document on an extremely reduced scale needing the use of special reading apparatus.

Micro card, micro film, micro filmstrip and kindered materials are examples. One micro card of size 3"×5" may contain the reproduction of a hundred pages of a normal book.

13395 Non-Conventional Document of Kind 2.—Document made of sound-record, whether of articulate sound or of music. This is called **Audio Document**.

133951 Speaking Book.—Printed book with a companion-attachment of the sound-record of the words in it.

13396 Non-Conventional Document of Kind 3.—Document made of cinema reels. This is called **Visual Document**.

13397 Non-Conventional Document of Kind 4.—Document made of talkie reels. This is called **Audio-Visual Document**.

13398 Non-Conventional Document of Kind 5.—Document made of record of natural or social phenomena made directly in an instrument, without being passed through human mind and without being woven into thought created and expressed by human mind. This may be called **Instrument-Record of Phenomena**.

An account of all these kinds of documents, and particularly of the new kind called Instrument-Record of Phenomena will be found in a paper of mine entitled *Document: Conventional and non-conventional* (48).

Supplementary Catalogue Codes are necessary for cataloguing each of the varieties described in Rules 1337, and 13391 to 13398 respectively. The Rules in this Code form only the basic Rules for such documents.

134 Edition and other Features

1341 Edition in Sense 1.—One of the different printings or reproductions of a document with or without slight change in thought-content, each being

distinguished from the others, either numerically or by some other equivalent term such as "New", "Revised", and "Enlarged".

1342 Edition in Sense 2.—One of the different forms in which one and the same work is published, each form having a distinctive name almost amounting to a proper noun—such as "Arden Edition", "Variorum Edition", "Standard Editon", "Ananda Asrama Edition", "Memorial Edition", and "Loeb Classics".

An edition in sense 2 forms Pseudo-Series of Kind 1. See Rule 1352.

1343 Each book in a series or a pseudo-series may be brought out in successive Editions of Kind 1, independently of one another.

For example,

1 This book in the Madras Library Association publication series is in edition 4, whereas the book *Colon classification* in the same series is now in edition 5.

2 The Variorum Edition of the different plays of Shakespeare are now in different editions of kind 1. Some are in edition 1; some are in edition 2; and so on.

3 The same usually happens also in respect of pseudo-series of all kinds.

1344 Format.—A statement of the size of the leaf of a document.

1345 Collation.—A statement of the number of volumes, pages, plates, maps, and other illustrations, of a conventional document, and an equivalent statement in the case of a non-conventional document.

A statement of Format and Collation is essential in a catalogue of incunabula and of documents of all kinds other than the conventional documents of kinds 1 to 3. It is necessary also in a National Bibliography, State-Bibliography, and other bibliographies even of modern conventional books and periodicals. But it is not necessary in a library catalogue of modern conventional books and periodicals in a Service-Library of the normal kind.

1346 Locus.—The Host Document in which a Micro Document occurs and its exact position within it.

For example, the Locus of the micro document *Indian national bibliography* by me is the *Annals of library science*, 4, 1957, 65-72—that is pages 65 to 72 of volume 4, of the said periodical, which was published in 1957.

135 Related Books

1350 Related Books.—A set of books which do not get linked to one another by their class numbers being in hierarchical relation, but which all the same call for their being linked up by the catalogue on account of their being related to one another in some other important ways.

Seven kinds of Related Books have been so far isolated. These are described in the succeeding Rules.

1351 Series.—A set of books, not constituting a multi-volumed book, and with the following attributes:—

1 The books are issued, normally successively by one publisher or by one sponsoring body or person, usually in a uniform style, and having some similarity of subject or standard or purpose;

2 Each book has normally a distinct and independent title and/or other features of its own;

3 Each book has normally a different author;

4 There is a collective name to denote the set, called the **Name of the Series** and given in all or at least in one of the books of the set; and

5 Each book is or can be assigned a distinct number, called **Serial Number**. It may belong to a system of simple or complex ordinal numbers such as 1, 2, 3, etc.; or 3·1, 3·2, 3·3, etc.; or 1957. 1, 1957. 2, 1957. 3, etc.

For example, this book belongs to the Publication Series of the Madras Library Association. Its serial number is 24. Other examples of Series are:

- 1 Broadway oriental library,
- 2 Cambridge tracts in mathematics and physics,
- 3 Library of philosophy,
- 4 Modern world series,
- 5 University of Delhi, library science series.

There is a list of such publishers' series, current in Great Britain, in the earlier pages of the *English catalogue* of any year.

1352 Pseudo-Series of Kind 1.—A set of books not constituting a multi-volumed book and with the following attributes:—

1 All the books have a common author;
2 All the books belong to the same edition in sense 2;

3 The title of each book has a distinctive part in addition to the name of the edition in sense 2;

4 Each book is or can be assigned a **Serial Number** belonging to a system of simple or complex ordinal numbers; and

5 The name of the author taken along with the name of the edition in sense 2 is suitable to be used as if it were the Name of a Series.

Example:—The book, whose spine has the following words, belongs to the Pseudo-series of Kind 2 which may be named “Works of Leo Tolstoy, Centenary edition” :—

Works of Leo Tolstoy | Childhood, Boyhood and Youth |
Centenary Edition | 3 | 1928.

1353 Pseudo-Series of Kind 2.—A set of books, not constituting a multi-volumed book and with the following attributes:—

- 1 All the books have a common author;
- 2 The titles of the various books have a common part capable of being used as their common generic title;
- 3 The title of each book has a distinctive part of its own in addition to the generic part;
- 4 Each book is or can be assigned a **Serial Number** belonging to a system of simple or complex ordinal numbers; and

5 The name of the author taken along with the generic title is suitable to be used as if it were the Name of a Series.

Example:—The book whose title-page reads as follows belongs to the Pseudo-series of Kind 2 which may be named “Grimsehl (E): Text-book of physics ed by R Tomaschek”:

E Grimsehl | Text-book of physics | Edited by R Tomaschek |
Volume 4 Optics . . . | Translated . . . by L A Woodward | 1933.

1354 Pseudo-Series of Kind 3.—A set of books not constituting a multi-volumed book and with the following attributes:

- 1 All the books do not have a common author;
- 2 The titles of the various books have a common part capable of being used as a common generic title;
- 3 The title of each book has a distinctive part of its own in addition to the generic part;
- 4 Each book is or can be assigned a **Serial Number** belonging to a system of simple or complex ordinal numbers; and
- 5 The generic title is suitable to be used as if it were the Name of a Series.

Example:—The volumes edited by Charles Oman under the generic title “History of England”.

1355 Extract.—A document which embodies a portion of another document.

Example:—

1 My book *Library science and scientific method* is an extract from my book *Five laws of library science*, ed 2, 1957.

2 The book *Libraries in the District of Columbia* (1921) by W I Swanton is an extract from *Special libraries*, 12, 1921.

13551 Separate.—A portion of a document, usually, but not necessarily, a periodical publication, issued in the same format as the original, whether printed from the types or plates of the original, or reset.

13552 The word “**Reprint**” is loosely used to denote either

- 1 A separate; or
- 2 A reproduction of an edition of a work without alteration.

1356 Merger Book.—A book formed by the merging of two or more books.

Examples:—

1 The book "Theory of economic dynamics, an essay on cyclical and long-range changes in capitalistic economy" (1953) by M Kalaeck contains the note "Published in lieu of the second editions of:

"Essays in the theory of economic fluctuations"; and

"Studies in economic dynamics."

2 The book "Economics and economic policy of dual societies as exemplified by Indonesia" (1953) by J H Bock contains the note "Revised and enlarged version of the author's two earlier studies published separately under the titles:

"Structure of the Netherlands Indian economy", 1942; and

"Solutions of the Netherlands Indies economy", 1946.

1357 Associated Books.—Two or more books not belonging to the same chain of classes but in need of being brought to the notice of the reader together, as they should be read in association with one another.

Examples:—

1 The books "Short history of the British Empire" (1934) by Anderson and Marsdon; and "Teacher's hand-book to Anderson and Marsdon's Short history of the British Empire" (1935).

2 The books "Elementary practical physics" (1938) by N H Black Davis; and "Laboratory experiment in elementary physics: To accompany Black and Davis's "Elementary practical physics" (1938) by N H Black.

CHAPTER 14

CONFLICT IN AUTHORSHIP

140 Introduction

Several difficulties may arise in deciding the author of a work. The following sections elucidate some of such difficulties. They demonstrate the lines along which judgment should be exercised in resolving conflicts in authorship. Other cases will have to be dealt with along analogous lines.

141 Person vs Person

1411 SPOKEN WORD

The following are types of works in which the thought expressed in the spoken word is not committed to writing by the author of the spoken word. The words are not even published always exactly in the form in which they were spoken. Usually they are edited, rearranged, and featured. The person, who creates the thought, is taken as the author; while the person who collects or notes down the words uttered by the creator of the thought and gives them the shape of a work is regarded as a collaborator. The collaborator may even prompt the author by his own questions and suggestions; and yet he is not given the status of a joint author. It must be stated that the steno-typist of an author is not even regarded as a collaborator.

| <i>Ser no</i> | <i>Type of Work</i> | <i>Author</i> |
|---------------|--------------------------------|-----------------------|
| 1 | Ana, table-talk | Talker |
| 2 | Dialogue, conversation, debate | Participants |
| 3 | Interview | Person(s) interviewed |

| <i>Ser no</i> | <i>Type of Work</i> | <i>Author</i> |
|---------------|-------------------------------------|---|
| 4 | Narration (real and not fictitious) | Narrator |
| 5 | Mediumistic communication | Medium(s) and not the disembodied souls |

1412 CORRESPONDENCE

In the case of correspondence, the correspondent(s) should be taken as joint author(s). If, however, the document contains the correspondence of one person only with several others—more than two—then the one person alone may be taken as the author.

1413 MAP AND ATLAS

The cartographer should be taken as the author of a map or atlas.

1414 DEPENDENT WORK

Dependent Work is a work got by some modification of another work or by the augmentation of it. The modification or augmentation, as the case may be, need not necessarily be by the author of the original work. It may be done by some other person or corporate body. Conflict in authorship arises in respect of the original author and the modifier or the augments. The following rules give the decision for some of such cases.

1415 The author of the **Original** should be taken as the **Author** of the following kinds of dependent works:—

- | | |
|---------------|---------------|
| 1 Abridgement | 4 Revision |
| 2 Adaptation | 5 Selection |
| 3 Paraphrase | 6 Translation |

1416 The author of the **Dependent work** should be taken as the **Author** of the following kinds of dependent works:—

- | | | | |
|---|---------------|----|---------------------------|
| 1 | Commentary | 91 | Novelisation |
| 2 | Concordance | 92 | Parody |
| 3 | Continuation | 93 | Sequel |
| 4 | Dramatisation | 94 | Supplement |
| 5 | Imitation | 95 | Versification |
| 6 | Index | 96 | Version in the same or |
| 7 | Libretto | | another language, which |
| 8 | Music-setting | | has sufficient new quali- |
| | | | ties in thought and/or |
| | | | expression to deem it an |
| | | | independent work on its |
| | | | own right |

142 Person vs Corporate Body

The title-page of a document may indicate corporate authorship or may contain the name of a corporate body, in addition to containing the name(s) of person(s). Such a document raises a conflict in authorship.—This conflict can be resolved in most cases by observing the following rules:—

1421 If the title-page mentions the name(s) of person(s) only in the author statement and does not mention or indicate the name of any corporate body(ies) other than the one(s) belonging to the publishing trade mentioned in the imprint, the work in the document is of personal authorship.

1422 If the title-page does not mention the name(s) of person(s) in the author-statement, but mentions or

indicates somewhere in itself or in the overflow of title-page the name of a corporate body(ies) other than a body belonging to the publishing trade mentioned in the imprint, and if there is also internal evidence of corporate authorship, the work in the document is of corporate authorship; provided that, even in the case of the name(s) of the corporate body(ies) mentioned in the imprint being only that of a body belonging to the publishing trade, if it is a work by the corporate body itself—such as its catalogue, administration report, history—the work in the document is of corporate authorship.

1423 If the title-page mentions or indicates the name(s) of a corporate body(ies) other than a body belonging to the publishing trade mentioned in the imprint, and also the name(s) of person(s) in the place usually giving the name of the author:—

14231 The work in the document is of corporate authorship, if it is of a deliberative, legislative, directive, judicial, administrative or routine character limited by the purpose or function or outlook of the corporate body. The mere fact that a document is published, financed, aided, approved, sponsored, or authorised by a corporate body is not sufficient reason to deem the work in it to be of corporate authorship, and not to be of personal authorship.

14232 The work in the document is of personal authorship, if its primary function is the extension of the boundary of a field of knowledge or its

intensification, and the responsibility for the thought and expression of it rests on the person and not on the office held by him in the corporate body, in spite of his being a paid or an honorary employee or a member of the corporate body. The mere mention of the personal name of an official of the corporate body in the place in which author's name is usually mentioned in a book, is not sufficient reason to deem it not to be of corporate authorship, but to be of personal authorship.

1424 Person vs Conference.—A Conference is deemed author only of its agenda, minutes, resolutions, report of proceedings, and similar collectively created thought. But a collection of learned papers or memoranda presented by person(s) or corporate body(ies) at the conference is deemed to have the respective person(s) or body(ies) as author(s).

143 Government vs Institution

Several institutions are government-owned or nearly so. Some of these are autonomous. Some are managed directly by government as if they were departments or other organs. There are all possible grades of transition from an unmistakable organ of government to an independent institution. Now and again, there is also shift of the same institution in course of time from the status of an independent institution to any status short of an unmistakable organ and vice versa. A useful test is this:—

Organ of first remove is usually mentioned in a modern written constitution. On the analogy of this, organ of first remove of a nation with unwritten constitution may be recognised.

Another fact has to be remembered. There is a tendency for the state to take up more and more functions, beyond the traditional and primary ones of government—*viz.*, execution, legislation,

defence, judiciary and administration. It takes up many service functions, such as

1 Construction and maintenance of high-ways, bridges, harbours, air-ports and such other essentials of transport;

2 Astronomical and meteorological observations through its own observatories;

3 Transport systems such as railways, tramways, bus system and airways;

4 Communication systems such as postal, telegraph, telephone, wireless and radio services;

5 Healing the sick and wounded through its own hospitals and its own sanatoria;

6 Teaching through its own schools, colleges and universities; and

7 Banking service through its own banks; etc.

Perhaps none of the above seven categories except the first is usually included among the primary functions of a government. At any rate, this may be adopted as a cataloguing convention.

But for such a convention, most institutions will come into the category of organs of government, as the state progresses towards socialisation. In a truly totalitarian state, there may not be any corporate body other than the government and its organs. To break up this octopus-type of governmental authorship, cataloguing practice has to adopt a convention to distinguish between an organ of a government and an institution. The conventions may be put in the form of the following two Rules:—

1431 For a work bearing on the discharge of primary functions—administration report, report of deliberation, direction, and any kindred work embodying thought created and expressed by an organ of government of first remove, second remove, etc. as defined in rules 12211 to 12217—the government or its appropriate organ(s), as the case may be, should be taken as its author.

1432 Any autonomous or even non-autonomous organisation, engaged in the work of research, production, commerce and supply of commodities and services to the public, may have to be taken to be the institutional author for any work containing thought created and expressed by it. It is so even if the institution is owned and managed by the government.

The above-mentioned criterion to distinguish between governmental and institutional authorship will be sufficient in most cases. But there will occasionally be refractory cases baffling this criterion. No help except the personal judgment of the cataloguer will be of avail in such cases. By a periodical review of such elusive cases, the criterion can be made progressively sharper.

144 Ecclesiastical Polity

Ecclesiastical polity has features similar to those of a government. There are organs of different removes from the central authority. There are also autonomous institutions. The criterion to resolve conflict of authorship between an ecclesiastical organ and institution is similar to that for the conflict between a governmental organ and institution, as given in Rules 1431 and 1432.

145 Institution vs Institution

The criterion to resolve the conflict about authorship between a parent institution or one of its organs on the one side, and an autonomous affiliated institution on the other is similar to that for the conflict between a governmental organ and institution as given in Rules 1431 and 1432.

146 Synopsis of Cataloguing Conventions

The following is a synopsis of the cataloguing conventions more or less stabilised at present, in deciding the corporate body to be deemed the author of a work—parent body or an organ of it on the one side and a dependent or affiliated institution on the other.

Group 1

1461 Each of the following **Institutions** should be taken as **Author** of its works, as if it were independent of the parent body, if any exists, be it government or institution:—

| | | |
|----------------|-----------------|------------------|
| Abbey | Exchange | Post Office |
| Bank | (Money) | Produce Ex- |
| Board of Trade | Firm of Enter- | change |
| Cathedral | prise | Religious Order |
| Cemetery | Foundation | School |
| Chamber of | Guild | Stock Exchange |
| Commerce | Masonic Body | Telegraph Office |
| Church (place | Monastery | Telephone Ex- |
| of worship) | Mosque | change |
| College | Mutt | Temple |
| Convent | Park | University |
| Endowment | Political Party | |

Group 2

1462 Each of the following **Institutions** should be taken as **Author** of its works as if it were independent of the parent body, if any exists, be it government or institution, **provided it has a distinctive name:**—

| | | |
|--------------|------------|-------------|
| Botanical | Exhibition | Museum |
| Garden | Festival | Observatory |
| Chapel | Hospital | Shop |
| Experimental | Laboratory | Zoological |
| Station | Library | Garden |

If any of the above institutions has **no distinctive name**, it should be treated as an **organ** of its parent body.

Group 3

1463 Any formal or informal group of the members of a parent body formed for recreative, ameliorative or any other economical or social purposes other than any forming a distinctive purpose of the parent body, should be treated as an **organ** of the parent body even if it has a distinctive name.

Group 4

1464 Each **Section** or **Branch** of an institution should be taken as **Author** of its work, as if it were independent of its parent body, provided it has a **distinctive name not involving the name of the parent body**.

If a section or a branch has **no distinctive name not involving the name of the parent body**, it should be treated as an **organ** of the parent body.

Group 5

1465 Each **International Institution or Conference**—isolated or continuing,—of private persons, non-governmental institutions, or national governments should be taken as **Author** of a work produced as a result of its deliberations.

147 Delegation—Conflict about Parent Bodies

Delegation to a conference appears to be amphibious. A delegation is itself a corporate body. It implies the existence of two other corporate bodies—Delegated-from-Body and Delegate-to-Body.

The kind of document, about whose authorship conflict arises, may comprise memoranda submitted, resolutions tabled, and utterances made, by the delegation at the conference, and report by the delegation to the delegated-from-body. There is no doubt about the authorship belonging to the delegation. But the delegation is not an independent body. It cannot be treated as if it were an independent body. It is only an organ. The name of the body of which it is an organ should be mentioned along with its own name to establish its identity. The question is, "Is it an organ of the delegated-from-body or of the delegated-to-body?" The answer to this question depends upon the answer to another question: "Which body takes the ultimate responsibility for the thought-content of the document created by the delegation? Is it the delegated-from-body or the delegated-to-body?" There can be no difference of opinion about the answers to these questions. The answers lead to the following Rule:—

1471 The **Delegated-from-Body** should be taken to be the parent body of a **Delegation to a Conference** in respect of any work embodying any thought and expression created by the delegation.

148 Legal Publication

Legal publications raise certain issues of their own in regard to authorship. For example, a bill is usually the work of a Ministry. Its modification may be the work of a Select Committee. The Act, before the assent of the Head of the State, is the work of the Legislature. These cases give no difficulty. But the final Act is the work of the Legislature and the Head of the State. Constitutionally, the part of each of these limbs of the government is of equal weight. Quantitatively, they are quite unequal. Further, the details have to be filled up usually by the Executive or even by a Department. For these reasons, we may have the following Rule:—

1481 The whole government should be taken as the author of an Act and a collection of Acts, with or without the Rules framed under them.

Another difficulty may arise in respect of legal publications. Editions of an Act may be brought out by a private author with notes, commentaries, and case laws in various degrees of proportion. Such publications are perhaps best treated according to the following Rule:

1482 An edition of an Act, brought out by a private author with introduction, notes, commentaries, case laws, and over-all observations, should be treated as a composite book, as if the government is the author of the text alone and the private author is the author of the introduction, notes, etc.

1491 Refractory Cases

The preceding Rules of this Chapter will prove sufficient to resolve the conflict that may arise in respect of authorship in most of the cases. The commentaries in Sections 147 and 148 amount to some loud-thinking in resolving the conflict in some of the difficult cases in the light of the definition of authorship and the Rules given in this Chapter. All the same, it cannot be asserted that every possible refractory case involving conflict in authorship can be solved unambiguously. New guiding principles will have to be evolved as and when new types of refractory cases arise. A few more discussions and directions are given here. These are chosen to counter-act a wrong tradition brought into vogue by the Anglo-American Catalogue Code.

1 **Charter.**—The author of the charter granted by a government to a city or a rural district or any other body is the government and not the recipient of the charter. For, the charter is a document, the thought-content and the expression of which have been created by the government.

The prescription in Rule 87 of the Anglo-American Code implies a violation of this fact, if it is to be taken as a rule for author-entry.

2 **Law of Territory.**—The author of a law of a territory promulgated by a suzeraine power is the government of the suzeraine

power and not that of the territory. For the law in question is a document, the thought-content and expression of which have been created by the government of the suzeraine power.

The prescription in Rule 84B of the Anglo-American Code implies a violation of this fact, if it is to be taken as a rule for author-entry.

3 **Constitution of Dependency.**—The remarks are similar to those for Law of Territory.

4 **Decision of a Court of Law.**—A Court of Law is the author of any of its decisions or a collection of them.

5 **Report of Legal Proceedings.**—A report of the legal proceedings in a Court of Law raises some conflict in regard to its authorship. A full report of the case will contain an account of the plaint and the defence statements of all the parties concerned. It may also contain a verbatim report of the chief-examination and the cross-examination of the parties and the witnesses. It may further contain the arguments of the advocates of all the parties. It must necessarily contain the verdict of the jury, if any, and the judgment of the court. Even if the report is brief, it will contain a summary of all these elements. The different elements have different authors. And yet, the contribution of each is not conveniently separable from those of the others. At the same time, the report cannot be regarded to be of joint-authorship, as the portion for which each author is responsible is specified. Perhaps, it resembles a document embodying correspondence between several persons. There, however, the thought-content of the document gets developed jointly by all the correspondents. Such a description cannot apply with sufficient propriety to the report of legal proceedings of a case in a court. Can we take the following view? It is the court which co-ordinates and guides the course of the proceedings, and finally summarises the entire proceedings and gives the judgment. The real focus or the culmination of the report is the part played by the court from the beginning right up to the judgment. Therefore, the court may be taken as the author of the report of the legal proceedings of a case tried by it.

1417 NAME OF ORIGINAL AUTHOR MERGED IN TITLE

1417 In the later editions of a book, edited, or revised, or continued by a person different from the author, the name of the original author may be found merged in the title of the book. Then the question arises as to who should be taken as its author—the original author or the person whose name occurs in the author-statement on the title-page. The answer should naturally depend upon the extent to which the new edition differs from the original. It appears to be difficult to lay down any objective criterion in this matter. There are cases where even after half a century after the original author's death, the person bringing out successive posthumous editions continues to insert in the author-statement on the title-page the name of the original author as well as his own name. He may present the two names either as if they are joint authors or as if the later one is a collaborator only. This difference in practice also makes the problem more complicated and makes it difficult to have a rule which will produce consistent results in all cases. Here are a few illustrations to show the extent of variation met with in books of this kind.

Example 1.

Archbold's | Pleading, Evidence and Practice | in | Criminal Cases | Thirty-Third Edition | By | T. R. Fitzwalter Butler | of the Inner Temple and Midland Circuit, | Barrister-at-Law, Recorder of Newark | and | Marston Grasia | of the Middle Temple and South Eastern Circuit, | Barrister-at-Law | London | Sweet and Maxwell Limited | 2 & 3 Chancery Lane W.C. 2 | 1954.

Extract from the Preface:

The 32nd edition had to incorporate the then very recent and far-reaching changes introduced into the administration of criminal law by the passing of the Criminal Justice Act, 1948, and the adaptation of the book so as to include these manifold new developments was at that time the chief concern of the editors . . . has necessitated alterations great in number and occasionally of importance in substance.

Information about previous editions:

Ed 1 1822 by J. F. Archbold; Ed 6 1835 by John Jervis; Ed 9 1846 by W. N. Welsby; Ed 16 1867 by W. Bruce; Ed 22 1900 by W. F. Craies and G. Stephenson; Ed 31 1943 by T R F Butler and M Grasia.

In this case more than a century has passed since Archbold wrote his book. It is still Archbold, only in the Irish sense—of the table knife in the family being still the same which has been used continuously for five hundred years, each year one and only one part being renewed—handle in one year, blade in another and so on. The pattern of the book might have been continued but the thought-content should have become totally different. In this case it is probably more appropriate to take the word Archbold as the first word of the title, instead of promoting it to the Heading.

Example 2.

Thomson's Outlines | of | Zoology | Revised by | James
Ritchie, M.A., D.Sc. Ninth Edition | Geoffrey Cumberlege | Oxford
University Press | London New York Toronto.

Extract:

The present edition, the first to appear since the death of Sir J Arthur Thomson, has been carefully revised, and apart from emendations, rearrangements and additions suggested by advancing knowledge, takes more cognisance of fossil forms, without which a just survey of animal progress is impossible. The short section on tissue structure has been expanded and illustrated, and I have made close upon a hundred new figures to supplement the text.

and to replace diagrams less suitable, particularly in connection with animals customarily examined in first courses. . . .

Ed 8 1929; Ed 9 1944.

In this case probably the change introduced is not sufficient to justify regarding Ritchie as the author instead of Thomson.

Example 3.

Sear's List | of Subject Headings | Seventh Edition | By |
Bertha Margaret Frick | Associate Professor, School of Library
Service, Columbia University | With Practical Suggestions for the
Beginner | in Subject Heading Work, | by Minnie Earl Sears |
New York | The H. W. Wilson Company | 1950.

Extract from the Preface:

In recognition of Miss Sears' pioneer and fundamental contributions, in the sixth edition the title was changed into "Sears List of Subject Headings", the name by which it is usually cited. . . . New subjects for this edition have been gathered . . . Many references have been added for these new subjects as well as for those already in the List, when it seemed desirable. On the other hand, some of the out-moded references have been removed. . . . Some subjects have been changed to agree with changes made in the Congress Library headings.

In this case Frick, responsible for the seventh edition, does not even designate herself as a reviser or editor. Her name appears in the Author Statement and not in the Collaborator Statement in the title-page. But the content of the book does not differ from the last edition, which Sears herself brought out, sufficiently to deny to Sears' name the right of becoming the Heading.

Example 4.

James Duff Brown | Manual of | Library Economy | Sixth
Edition | By | W. C. Berwick Sayers | Lecturer in Public Library
Administration in | The University of London School | of Librarian-
ship | Illustrated | London | Grafton & Co., | 1949.

In this case the book is not called Brown's Manual as in the other three cases. This gives us freedom to continue Brown as

the Heading. But Sayers does not say whether he is a reviser or editor. His name occurs in the Author-Statement itself on the title-page. In the preface, on the other hand, we read "Hardly a page of Brown's now remains, but the book was his and his name will always be associated with it". This statement is delightfully unhelpful in deciding the issue under consideration. In common usage it is known as Brown and Sayers. Because of this usage, probably in this case Brown should be retained in the Heading and Sayers should be mentioned in the Title-Section as Collaborator.

This class of books in which the author's name is merged with the title of the book baffles the Canon of Consistency. Perhaps this state of uncertainty is neither necessary nor unavoidable. The Supplement-to-Author-Statement on the back of Title-Page can be used by the person responsible for the book to indicate clearly what the intention is. If the name of the original author should go only with the title, his name should not be mentioned on the back of the Title-Page. Otherwise the role of the person responsible for the later edition should be definitely described in the Supplement-to-Author-Statement.

CHAPTER 15

CATALOGUE AND ENTRY

151 Catalogue

151 Library Catalogue.—List of the documents in a library or in a collection forming its portion.

For brevity we shall use in this book the term **Catalogue** in the sense of "Library Catalogue". Whenever any other kind of catalogue is meant, a suitable epithet will be added. A catalogue may be printed; or it may be in manuscript. It may be in cards, or in loose leaves. It may be in the form of a continuous book, or in the paste-down form with gaps for the interpolation of new entries in between existing entries.

1512 Union Catalogue.—List of all the documents in two or more libraries giving the names of all the libraries where copies of each document can be found.

A Union Catalogue may cover all kinds of documents or any restricted kind of them.

Examples:

1 *Union catalogue of learned periodical publications in the libraries of South Asia*, brought out by me in 1953.

2 *Union list of serials in libraries of the United States and Canada*, ed 2, brought out in 1943 by Winiefred Gregory.

3 *List of scientific periodicals in the Bombay Presidency*, sponsored by the Royal Institute of Science, Bombay, in 1931.

152 Documentation List

1521 Documentation List.—List of documents listed together for some purpose.

The purpose is usually bringing to the reader an exhaustive or select list of documents relevant to the pursuit of his enquiry or study.

This term is used to emphasise the inclusion of micro documents. The fortnightly *Insdoc list*, published by the Indian National Science Documentation Centre, is an example. It is usual for a library to prepare special Documentation Lists on particular topics in anticipation or on demand by individual readers or by groups of readers.

1522 Bibliography.—The older name for Documentation List.

Originally it was mostly a list of a macro documents. Now it may include also micro documents. It is differently named according to the group of persons to be served by them, or according to the agency which prepares them. These are enumerated and discussed in my *Reference service and bibliography* (49).

15221 Micro Bibliography.—Bibliography exclusively or mostly of Micro documents.

15222 Macro Bibliography.—Bibliography exclusively of Macro documents.

1523 National Bibliography in Sense 1.—List of the books and periodicals published in a country.

It is now becoming the practice for each nation to publish its National Bibliography on a periodical basis. For example, the *British national bibliography* is being published as a weekly, with monthly, quarterly, annual, and five-yearly cumulations or versions. The *Indian national bibliography* is now in the pilot project stage. In my article on the subject (50) in the *Annals of library science*, 1957, I have outlined a scheme for producing the *Indian national bibliography* on economic and helpful lines. An account of the *British National Bibliography* by A J Wells is also given in the same issue (51).

15231 National Bibliography in Sense 2.—List of books published in a country, and books published on the country and on any citizen of the country, and books written by any citizen of the country, in whatever country they may be published.

1524 State Bibliography.—List of the books and periodicals published in a Constituent State of a country.

Remarks similar to those on National Bibliography are applicable to State Bibliography.

1525 Linguistic Bibliography.—List of the books and periodicals published in a language.

Examples:

1 Deutsches Bucherii, of the Leipzig Bibliographical Institute, is planned to cover all the books published in the German language in any country whatever.

2 The *Cumulative book index: World list of books in the English language* of H W Wilson and Co of New York.

1526 The Abstracting Periodical defined in Rule 13323 and the Indexing Periodical defined in Rule 13324 are also catalogues. They do not list documents in a particular library or libraries. Like the national, state, or linguistic bibliography, they list documents which have been published.

1528 This Code gives the Basic Rules needed for all kinds of catalogues and bibliographies of modern conventional books and periodicals.

They are by themselves sufficient to construct the Catalogue of a Service-Library.

This Code gives also the Supplementary Rules necessary for Union Catalogues, National Bibliographies, Abstracting Periodicals, and Indexing Periodicals.

153 Species of Entry

1531 Entry.—Ultimate unit-record in a catalogue or a documentation list.

The examples given in the succeeding Rules are taken mostly from the examples in the later parts of this book.

1532 **Specific Entry.**—Entry mentioning a specific document.

Examples:—

1 2:551N N58

RANGANATHAN (Shiyali Ramamrita) (1892).

Classified catalogue code with additional rules for dictionary catalogue code.

(Madras Library Association, publication series 24).

(For extract see 2:55 (P; 111) N58)

122519

2 RANGANATHAN (Shiyali Ramamrita) (1892).

Classified catalogue code.

2:551N N58

3 MADRAS LIBRARY ASSOCIATION, PUBLICATION SERIES.

24 Ranganathan: Classified catalogue code.

2:551N N58

The above three examples of specific entry pertain to this book. It can be seen that each of these entries mentions this specific book.

1533 **General Entry.**—Entry not mentioning any specific document.

Examples:—

4 CLASSIFIED CATALOGUE CODE.

For books in this Class and its Subdivisions see the Classified Part of the catalogue under the Class Number

2:551N

5 CLASSIFIED CATALOGUE.

For books in this Class and its Subdivisions see the Classified Part of the catalogue under the Class Number

2:551

6 CATALOGUE, LIBRARY SCIENCE.

For books in this Class and its Subdivisions see the Classified Part of the catalogue under the Class Number

2:55

7 LIBRARY SCIENCE.

For books in this Class and its Subdivisions see the Classified Part of the catalogue under the Class Number

2

1534 **Consolidated Entry.**—Two or more entries consolidated into a single entry.

1535 Consolidated Specific Entry.—Entry mentioning two or more specific documents.

8 2:551N N34, N45, N51

RANGANATHAN (Shiyali Ramamrita) (1892).

Classified catalogue code. Ed 1, 2, 3.

(Madras Library Association, publication series 4, 13, 17).

63421, 87453, 111601

1536 Consolidated General Entry.—General entry replacing two or more general entries.

Examples:—

9 LIBRARY SCIENCE.

See also

BOOK SELECTION.

CATALOGUE, LIBRARY SCIENCE.

CLASSIFICATION, LIBRARY SCIENCE.

10 RANGANATHAN.

Variant Forms of the above word to be looked up:—

RANGANADAN.

RENGANATHAN.

RUNGANATHAN.

1537 Number Entry.—Entry beginning with a call number or a class number.

Examples: The Entries given as Example 1 under Rule 1532 and as Example 8 under Rule 1535.

1538 Word Entry.—Entry beginning with a word, or in rare cases, with a symbol given in the author-statement of a document as a substitute for name of author.

Examples:—The Entries given as Examples 2-3 under Rule 1532, Examples 4-7 under Rule 1533, and Examples 9-10 under Rule 1536.

154 Varieties of Entry

1541 Main Entry.—Specific entry giving maximum information about the whole of a document. All the

other entries—specific or general—relating to the document, are normally derived from the Main Entry.

Examples:—The Entries given as Example 1 under Rule 1532 and as Example 8 under Rule 1534; and the following entry:

- 11 RANGANATHAN (Shiyali Ramamrita) (1892).

Classified catalogue code with additional rules for dictionary catalogue code. Ed 4.

(Madras Library Association, publication series 24).

112519

2:551N N58

1542 **Added Entry.**—Entry other than main entry.

1543 **Specific Added Entry.**—Added entry mentioning a specific document.

In the book-form and the multiple-card-system of catalogue, it is briefer than the main entry.

In the unit-card-system of catalogue, it differs from the main entry only in its top-most line, which is filled up by hand or by typing.

It does not usually draw any information from outside the main entry or its back.

Examples:—The Entries given as Examples 2 and 3 under Rule 1432.

1544 **General Added Entry.**—Added entry not mentioning any specific document.

Examples:—Entries given as Examples 4-7 under Rule 1533, and as Examples 9-10 under Rule 1536.

1545 **Cross Reference Index Entry.**—General added entry referring from one word or set of words to another synonymous word or set of words.

15451 **Referred-To Heading.**—The word or the word-group with which a Cross Reference Index entry ends.

These are usually the name of a person, a geographical entity, a series, or a document, which is preferred for use in the Main Entry.

15452 Referred-From Heading.—The word or the word-group with which a Cross Reference Index Entry begins.

It is usually an alternative name of the person, the geographical entity, the series, or the document respectively, named in the Referred-To Heading.

It is likely to be brought up by some readers while looking up the catalogue.

Examples:—Entry given as Example 10 under Rule 1536; and the following entry:

12 SALISBURY.

See

HOWARD (Henry)

In this example, "Howard (Henry)" is the Referred-To Heading. And "Salisbury" is the Referred-From Heading. This means that documents are entered under the name "Howard (Henry)". But the author is also known as "Salisbury". This is an alternative name for him. Some reader may look up for his books under "Salisbury". To him, the catalogue gives the direction that "Howard (Henry)" should be looked up.

15453 A Cross-Reference Index Entry may draw information, from outside the main entry and even from outside the document.

1546 Author Analytical.—Specific Added Entry referring from the name of the Author and the Title of a Contribution occurring in a host document, to a specification of its Locus, that is, the host document and the place of occurrence in it.

Example:—

- 13 WEBB (Sydney) (1859).
Diseases of organised society.
Forming part of
Adams: Modern state.

W N35

1547 Title-Analytical.—Specific Added Entry referring from the Title of a Contribution occurring in a host document, to its Locus, that is, the host document and the place of occurrence in it.

Example:—

- 14 DISEASES OF organised society.
By Webb.
Forming part of
Adams: Modern state.

W N35

155 Subject Entry

1551 Subject Entry.—Entry giving information about a subject.

1552 Specific Subject Entry.—Subject entry which mentions a document in which the subject is treated.

*Examples:—*The Entries given as Example 1 under Rule 1533, and as Example 2 under Rule 1534, and the following:

- 15 CLASSIFIED CATALOGUE CODE.
Ranganathan (Shiyali Ramamrita) (1892): Classified catalogue code.
2:551N N58

1553 Subject-Analytical.—Specific subject entry which mentions a portion of a document, in which the subject is treated.

It is called Cross Reference Entry in a Classified Catalogue.

Examples:—

- 16 BwM87
See also
BxM87 N27
Ramanujan: Collected papers, p xi-xix.

17 BIOGRAPHY, RAMANUJAN (S) (1887-1919).

Ramanujan (S): Collected works, p xi-xix.

BxM87 N27

1554 General Subject Entry.—Subject entry which refers from the name of a class to its class number, or from the name of one subject to that of another, or from one name of a subject to another name of it.

Examples:—The Entries given as Examples 4-7 under Rule 1533 and Example 9 under Rule 1536.

1555 Chain Procedure

1555 Chain Procedure.—Procedure for deriving Subject Word Entry from a class number, in a more or less mechanical way.

15551 Chain Procedure is used to derive Class Index Entries in Classified Catalogue, and Specific Subject Entries, Subject Analyticals and *See also* Subject Entries in Dictionary Catalogue.

The Rules of Chain Procedure are given in Part 3.

156 Names of Entries

1561 A Specific Entry is usually named after the occupant of its first section, which is called its Leading Section.

| SERIAL NUMBER | NAME OF ENTRY | EXAMPLE: ENTRY GIVEN AS |
|------------------|------------------------|---|
| 1 | Call Number Entry | Example 1 under Rule 1532 and Example 8 under Rule 1535 |
| 11 | Specific Subject Entry | Example 15 under Rule 1552 |
| 2 | Class Number Entry | Example 16 under Rule 1553 |

| SERIAL NUMBER | NAME OF ENTRY | EXAMPLE: ENTRY GIVEN AS |
|------------------|--------------------------|---|
| 3 | Author Entry | Example 2 under Rule 1532 and Example 11 under Rule 1541 |
| 31 | Joint Author Entry | Example 210 in Section 55211 |
| 4 | Collaborator Entry | Example 215 in Section 55211 |
| 41 | Joint Collaborator Entry | Example 217 in Section 55211 |
| 42 | Commentator Entry | |
| 43 | Editor Entry | Example 215 in Section 55211 |
| 44 | Illustrator Entry | |
| 45 | Reviser Entry | Example 220 in Section 55221 |
| 46 | Translator Entry | Example 216 in Section 55211 |
| 5 | Title Entry | Example 14 under Rule 1547 |
| 6 | Series Entry | Example 224 under Rule 53231 |
| 61 | Pseudo Series Entry | |
| 7 | Related Book Entry | |
| 71 | Extract Entry | Example 237 under Rule 55233 |
| 72 | Associated Book Entry | Example 241 under Rule 5523 |

1562 A General Entry is usually called after its function.

Examples:—

| SERIAL NUMBER | NAME OF ENTRY | EXAMPLE: ENTRY GIVEN AS |
|------------------|-------------------------------|---|
| 1 | Class Index Entry | Examples 4-7 under Rule 1533 |
| 2 | Cross Reference Index Entry | Example 10 under Rule 1536 and Example 12 under Rule 15452 |
| 3 | <i>See also</i> Subject Entry | Example 9 under Rule 1536 |

1563 An entry may also be called as shown below according to the kind of name occupying its Leading Section:—

| SERIAL NUMBER | NAME OF ENTRY | EXAMPLE: ENTRY GIVEN AS |
|------------------|----------------------|--|
| 1 | Personal Name Entry | Example 2 under Rule 1532 |
| 2 | Corporate Name Entry | |
| 3 | Subject Name Entry | Example 7 under Rule 1533 and 9 under Rule 1536 |

157 Number of Entries

Every book or periodical publication will get at least one entry—viz Main Entry. But it may also get one or more Added Entries.

While each entry is made in relation to a particular document, **once** it is written out, its assignment to the appropriate part of the catalogue and its relative position among the entries in its part are determined entirely by the numbers and the words written in it. In other words, the document to which it relates may be eliminated from view, while arranging the entries so as to form a catalogue.

To put it in a different way, each entry forms one of the fundamental units out of which the catalogue is made—one of the ultimate bricks which are built into the structure. Just as the bricks needed for a structure are made in several patterns, so also the entries in a catalogue are of several species and varieties and carry different names.

The number of each species or variety of entry will vary with the document catalogued. The relation between a document and the number of its entries may be described as 1 to n , where n is at least 1 and may be any integer whatever.

1571 MAIN ENTRY

There is one and only one Main Entry for each document. It enters it under its chief Specific Subject or under its Author. It is, as its name implies, the basic entry for the document. All

the other entries are derived from it. It gives us more information about it than any other entry. Further, as can be seen from Rule 516 and its subdivisions, it acts as a key which lets us know what Added Entries the document has received in the catalogue. Chapters 50 and 51 and Section 5D1 are on its construction.

1572 CROSS REFERENCE ENTRY

The number of Cross Reference Entries to be given for a document is variable. It may be zero or one or two or three, etc.,—even quite a large number. The why of this variability will be appreciated, if the purpose of the Cross Reference Entry is understood. This question has been fully discussed, in the light of the Laws of Library Science in my *Five laws of library science* (52). A Cross Reference Entry enters a document under one or other of the classes other than its dominant focus. And a document is to get as many Cross Reference Entries as there are different subsidiary classes so dealt with by it.

This variety of entry is necessitated by the inevitable composite nature of most of the documents. Few are of the monograph type. Very often a document, whose chief interest is in a certain class, may devote a chapter or a few pages to some other topic. It may also happen that throughout a work, primarily devoted to a particular class, information about some others is diffusely scattered. If a catalogue lists a work only under its primary class and makes no attempt whatever to give analytical cross references, it will offend against the Laws of Library Science. At the same time, practical consideration, such as staff, finance, and the policy of the library, may not permit of the cross-referencing work to be done as profusely and as thoroughly as the Laws would demand (53).

Thus, the nature of the document and the limitations of the library would make the number of Cross Reference Entries of a document vary widely. Chapter 52 is devoted to the construction of this variety of entries.

1573 CLASS INDEX ENTRY

Each document has also associated with it Index Entries which index names of classes. These direct the reader to the region of

the Classified Part where he can find his materials enumerated and featured in a filiatory way. Normally, every document will have at least one Class Index Entry relating to it. Part 3 is devoted to the construction of this variety of entries.

1574 CROSS REFERENCE INDEX ENTRY

A Cross Reference Index Entry occurs only occasionally. It is only a very small percentage of documents that gives rise to this variety of entries. It is devised to economise in the number of Index Entries. It usually directs the reader's attention from one heading to another synonymous one in the Alphabetical Part. Part 4 is devoted to the construction of this variety of entries.

1575 BOOK INDEX ENTRY

The number of Book Index Entries for a document is also variable. Governmental and similar annual and other periodical reports, of an administrative nature, do not get any Book Index Entry. Normally every other document will get at least one such entry. It may get more, but seldom more, than half a dozen.

These entries enable a reader to get his document, provided he has some information or other about it. For, the Book Index Entries enter a document under the names of authors, editors, translators, etc., under the name of series and, in certain cases, under the title. Chapters 53 onwards of Part 5 and other Rules in Parts 6 to 8 are devoted to the construction of this variety of Entries.

158 Classified Catalogue

1581 Classified Catalogue.—Catalogue in which some entries are Number Entries and some are Word Entries.

15811 Consequently a Classified Catalogue consist of two parts—the Classified Part and the Alphabetical Part.

1582 Classified Part.—The part of a Classified Catalogue containing all its Number Entries.

15821 Its entries are arranged by their Call Numbers and Class Numbers, as the case may be.

15822 It serves as a Classified or Systematic Subject Catalogue.

15823 It helps a reader to get a panoramic view of the entries of all the documents in the specific field of his interest, arranged by their specific subjects in a helpful sequence.

1583 Alphabetical Part.—The part of a Classified Catalogue containing all its Word Entries.

15831 The entries are arranged alphabetically as in a dictionary.

15832 It serves as an Alphabetical Catalogue.

15833 It serves also as an Alphabetical Index to Classes of Knowledge.

15834 It thus forms an over-all Alphabetical Index to the Classified Part.

15835 It helps a reader to get a document of which he knows the author, or any collaborator, or the series it may belong to, or its title, or the title of any part of it.

15836 It also helps the reader to find out the Class Number of the class of knowledge in which he is seeking a document. This Class Number will enable him to alight on the particular spot in the Classified Part, where the documents on his subject are listed. He will also find just earlier than them the documents on subjects of which his subject is a subclass. Further, he will also find after those in his own subject, the documents on subjects which are subclasses of his subject.

1584 Main Entry in a Classified Catalogue begins with Call Number in the case of a book and with Class Number in the case of a periodical publication.

15841 It is thus a Number Entry.

15842 Therefore it belongs to the Classified Part.

Examples:—The Entries given as Example 1 under Rule 1532 and as Example 8 under Rule 1535.

1585 Cross Reference Entry.—Specific Added Class Number Entry in a Classified Catalogue.

15851 It refers from the Class Number of a subject to its Locus in a Host Document.

15852 It is a Number Entry.

15853 Therefore, it belongs to the Classified Part of the Catalogue.

15854 It corresponds to the Subject Analytical in a Dictionary Catalogue.

Example:—Entry given as Example 16 under Rule 1553.

1586 Class Index Entry.—General Added Word-Entry in a Classified Catalogue, referring from the name of a Class to its Class Number.

15861 It is derived, by Chain Procedure, from the class number of the Main Entry or of a Cross Reference Entry of a document.

15862 It enables a reader to know the class number of the subject on which he seeks documents.

Example:—Entries given as Examples 4-7 under Rule 1533.

1587 Cross Reference Index Entry—Same as Rule 1545.

15881 In a Classified Catalogue, Main Entry, Cross Reference Entry, and Class Index Entry are Subject Entries.

15882 In a Classified Catalogue, Main Entry is a Specific Subject Entry.

15883 In a Classified Catalogue, Cross Reference Entry is a Subject-Analytical.

15884 In a Classified Catalogue, Class Index Entry is a General Subject Entry.

15891 Book Index Entry.—Specific Added Word Entry in a Classified Catalogue.

158911 It enables a reader to find out the call number of the document, for which he looks up the catalogue under the name of its author, collaborator, title, series, or any related book.

Examples:—Entries given as Examples 2 and 3 under Rule 1532, and Examples 13 and 14 under Rules 1546 and 1547 respectively.

15D Dictionary Catalogue

15D1 Dictionary Catalogue.—Catalogue in which all the entries are Word Entries.

15D11 Consequently, a Dictionary Catalogue consists of one part only.

15D2 The entries in a Dictionary Catalogue are arranged alphabetically as in a dictionary.

15D3 In a Dictionary Catalogue, the Main Entry begins with the Name of the Author or a substitute for it.

Example:—Entry given as Example 11 under Rule 1541.

15D4 Subject Index Entry in a Dictionary Catalogue is one of three kinds, viz 1 Specific Subject Entry, 2 Subject Analytical, 3 *See also* Subject Entry.

15D41 Specific Subject Entry.—Specific Added Word Entry in a Dictionary Catalogue, entering a document under the name of the class treated in, if it is unifocal, or under that one of its classes, which is most dominant, if it is multifocal.

Example:—Entry given as Example 15 under Rule 1552.

15D42 Subject Analytical.—Specific Word Entry in a Dictionary Catalogue entering a document under the name of a class treated in it in a subsidiary way, that is occurring as a secondary focus in the document.

Example:—Entry occurring as 17 under Rule 1553.

15D43 See also Subject Entry.—General Added Word Entry in a Dictionary Catalogue referring from the name of one Subject to that of another.

15D44 All the Subject Index Entries are derived from the Class Number of the document or of any portion of it for which a Specific Subject Entry has been made.

15D44

CLASSIFIED CATALOGUE CODE

Example:—Entry given as Example 9 under Rule 1535.

15D7 Cross Reference Index Entry.—Same as Rule 1545.

15D8 Book Index Entry.—A Specific Added Word Entry in a Dictionary Catalogue.

Example:—Entry given as Example 17 under Rule 1553.

CHAPTER 16

SECTIONS OF ENTRY

Examples are given at the end of this Chapter

160 Section of an Entry.—That which is prescribed to be a separate paragraph in an entry in a Card Catalogue.

1601 When an entry occurs in a catalogue in book-form, all its sections may occur as separate sentences of a single paragraph.

161 Leading Section.—Section 1 of an Entry.

162 Heading Section.—1 Leading Section of a Word Entry.

2 Section 2 of a Call Number Entry of a book or of a Class Number Entry of a periodical publication, *i e* of a Main Entry in a Classified Catalogue.

3 Section 3 of a *See also* Subject Entry.

4 Section 3 of a Cross Reference Index Entry.

163 Title Section.—Section of a Main Entry, giving the title of the document catalogued, along with the names of Collaborators and of Edition if any.

1631 Bibliographical Section.—Section giving format, collation, and imprint, in the Main Entry of a Macro Document.

1632 Locus Section.—1 Section giving the locus in the Main Entry of a Micro Document.

2 Section giving the locus in a Cross Reference Entry of a Classified Catalogue.

3 Section giving the locus in a Subject Analytical in a Dictionary Catalogue.

164 **Note Section.**—Section of a Main Entry giving the name of series and/or the name(s) of related book(s).

1641 **Annotation Section.**—Section in a Main Entry giving an Annotation, or a Synopsis, or an Abstract of the document catalogued.

165 **Accession Number Section.**—Last section in a Main Entry, giving the Accession Number of the Document.

166 **Tracing Section.**—Back of a Main Entry Card, denoting all the Added Entries of the document.

1661 Tracing Section is not given in a catalogue in book-form.

1691 **Directing Section.**—Section in an Added Entry directing attention to a Document, or a Class Number, or Name of a Class, or an Alternative name.

This section occurs in a Cross Reference Entry, a Class Index Entry, a *See also* Subject Entry, and a Cross Reference Index Entry.

1692 **Second Section.**—Section in a Book Index Entry giving the specification of the concerned document(s).

1693 **Index Number Section.**—1 Section in a Book Index Entry, giving the Call Number of the document.

2 Section in a Class Index Entry, giving the Class Number of the class.

3 Section in a Specific Subject Entry, giving the Call Number of the document.

4 Section in a Subject Analytical, giving the Call Number of the document.

CHAPTER 17

Heading

170 Heading.—1 Any one of the following sections:—

11 Leading Section of any word entry; that is of

11C Any entry in the Alphabetical Part of a Classified Catalogue; and

11D Any entry in a Dictionary Catalogue; and

12C Second Section of any Main Entry in a Classified Catalogue; and

13 Third or Referred-to Section of

131 Any Cross Reference Index Entry in a Classified or a Dictionary Catalogue and

13D Any *See also* Subject Entry in a Dictionary Catalogue.

2 The occupant of a Heading-Section, that is the occupant of "Heading" in the first sense;

1701 A Heading, in the second sense, may be the name of

- 1 A person;
- 2 A geographical entity;
- 3 A corporate body;
- 4 A series;
- 5 A document;
- 6 A subject; or
- 7 A language.

1702 A person or corporate body whose name is used as Heading may be

- 1 An author;
- 2 A joint author;
- 3 A collaborator;
- 4 A joint collaborator; or
- 5 The subject of a document.

1703 The name of a geographical entity, used as heading, may represent the name of

- 1 A Government;
- 2 A Document; or
- 3 A Subject.

171 Homonym in Sense 1.—One and the same name denoting two or more entities of any one of the categories such as,

- | | |
|------------------------|-------------|
| 1 Person; | 5 Series; |
| 2 Geographical Entity; | 6 Subject; |
| 3 Corporate Body; | 7 Language. |
| 4 Document; | |

1711 Homonymous Heading in Sense 1.—A Heading which is a Homonym in Sense 1.

1712 Individualising Element in Sense 1.—Term(s) added to a name in a Heading to resolve Homonym in Sense 1—that is, so as to individualise the entity intended to be denoted.

Examples:—

- 1 HALL (James) (1755).
HALL (James) (1761).

These are both personal names. The elements in brackets are Individualising Elements in Sense 1.

- 2 TANJORE.
TANJORE (City).
TANJORE (Taluk).

These three are geographical names. The words in brackets are Individualising Elements in Sense 1. The first of the above headings is the name of the geographical area of the largest extent denoted by the homonym being considered. It is a district of which the taluk is only a part.

3 GODAVARI.

GODAVARI (City).

GODAVARI (River).

GODAVARI (Taluk).

These four are geographical names. The words in brackets are Individualising Elements in Sense 1.

4 RAMAYANA (Kamban).

RAMAYANA (Tulasidas).

RAMAYANA (Valmiki).

These three are names of books. The words in brackets are Individualising Elements in Sense 1.

5 CAMBRIDGE.

CAMBRIDGE (Borough).

CAMBRIDGE (Maryland).

CAMBRIDGE (Massachusetts).

CAMBRIDGE (Ohio).

172 Homonym in Sense 2.—One and the same name denoting entities of any two or more of the categories mentioned in Rule 171.

1721 Homonymous Heading in Sense 2.—A Heading which is a Homonym in Sense 2.

1722 Individualising Element in Sense 2.—Term(s) added to a name in a Heading to resolve a Homonym in Sense 2—that is, so as to individualise the entity intended to be denoted.

Examples:—

SALISBURY.

SALISBURY (Book).

SALISBURY (City).

SALISBURY (Subject).

The words in brackets are Individualising Elements in Sense 2. The first of the above headings is the name of a person.

173 Homonym in Sense 3.—A Homonym simultaneously in Senses 1 and 2.

1731 Homonymous Heading in Sense 3.—A Heading which is a homonym in Sense 3.

1732 Individualising Element in Sense 3.—A succession of Individualising Elements in Senses 1 and 2 added to a name in a Heading to resolve Homonym in Sense 3—that is, so as to individualise the entity intended to be denoted.

Example:—

CAMBRIDGE (Massachusetts) (Book).

Here, “Massachusetts” is Individualising Element in Sense 1 and “Book” is Individualising Element in Sense 2. Both taken together form Individualising Element in Sense 3.

174 Individualised Heading.—Heading including Individualising Element(s) added to resolve homonym.

1741 Word-Group in a Heading.—One or more words, constituting the name forming the heading, which are inseparable and should be taken together, to make the specification of the entity intelligible.

*Examples:—*1 “HALL” in example 1 under Rule 1712 is a Word-Group of one word only in names.

2 DE QUINCEY, LE SAGE, NI NI, QUILLER-COUCH, RAJENDRA PRASAD, SIVASWAMI AYYAR, YUSUF ALI;

CHIN HILLS, COSTA RICA, LA PLATA, MADHYA PRADESH, NEW DELHI, NEW YORK, NOVA SCOTIA, PORTO RICO, WEST LOTHIAN;

BOOK SELECTION, ELEMENTARY EDUCATION, INTEGRAL CALCULUS, 'RESPIRATORY SYSTEM';

are Word-Groups of two words in names.

3 BASU RAY CHAUDURI, LEON Y ROMAN, MARTIN DU JARD, MUHAMMAD IBN ALY, SANKARA NARAYANA PILLAI;

CLACTON-ON-SEA, DERA GHAZI KHAN, PRINCE EDWARD ISLANDS, NEW SOUTH WALES, RIO DE JANEIRO;

are Word-Groups of three words in names.

1742 Individualised Word-Group in a Heading.—A Word-Group in a heading, taken along with the Individualising Elements if any.

Example:—"HALL (James) (1755)" in example 1 and "TANJORE (City)" in example 2 under Rule 1712 are examples of Individualised Word-Groups in names.

1743 Block in a Heading.—Individualised Word-Group in a heading.

This term is introduced for brevity.

175 Heading of an entry may be Simple or Multiple.

1751 Simple Heading.—Heading consisting of a single Block.

Examples:—

- 1 HALL (James) (1755).
- 2 TANJORE (City).
- 3 CAMBRIDGE (Massachusetts) (Book).

1752 Multiple Heading.—Heading consisting of two or more Blocks, usually separated by a punctuation mark such as a comma.

Examples:—See under Rules 176 and 177 for examples.

1753 First Heading or Main Heading.—The First Block in a Multiple Heading.

Examples:—

The following remarks pertain to the successive examples given under Rule 1756:

- 1 "INDIA" is First Heading or Main Heading in example 1.
- 2 "LAW" is First Heading or Main Heading in example 2.
- 3 "DIAGNOSIS" is First Heading or Main Heading in example 3.

The following remarks pertain to the successive examples given under Rule 1757:

- 1 "MADRAS" is First Heading or Main Heading in example 1.
- 2 "MADRAS (City)" is First Heading or Main Heading in example 2.
- 3 "MADRAS" is First Heading or Main Heading in example 3.
- 4 "WESTERN RAILWAY (India)" is First Heading or Main Heading in example 4.
- 5 "UNIVERSITY COLLEGE (London)" is First Heading or Main Heading in example 5.

1754 Second Heading or First Subheading.—The Second Block in a Multiple Heading.

Examples:—

The following remarks pertain to the successive examples given under Rule 1756:

- 1 "LAW" is Second Heading or First Subheading in example 1.
- 2 "CONSTITUTION" is Second Heading or First Subheading in example 2.
- 3 "TUBERCULOSIS" is Second Heading or First Subheading in example 3.

The following remarks pertain to the successive examples given under Rule 1757:

- 1 "COUNCIL OF MINISTERS" is Second Heading or First Subheading in example 1.

2 "COUNCIL" is Second Heading or First Subheading in example 2.

3 "DISTRICT COURT (Coimbatore)" is Second Heading or First Subheading in example 3.

4 "AUDIT (Department of—)" is Second Heading or First Subheading in example 4.

5 "BIOMETRIC LABORATORY" is Second Heading or First Subheading in example 5.

1755 Later Subheadings may be defined in a similar way.

1756 Multiple Subject Heading.—Subject Heading having, in its successive blocks, the names of successive classes of increasing extension.

Examples:—

- 1 INDIA, LAW, LIBRARY.
- 2 LAW, CONSTITUTION, GREAT BRITAIN.
- 3 DIAGNOSIS, TUBERCULOSIS, LUNGS.

17561 It can be seen that any class mentioned in a subheading in a Multiple Subject Heading will have the earlier classes mentioned in the heading as its subclasses.

17562 The Main Heading and the Subheadings of a Multiple Subject Heading are derived from a Class Number by the Chain Procedure described in Part 3.

1757 Multiple Corporate Heading.—Corporate Heading having, in its successive blocks, the name of a Corporate body and the names of its successive organs of increasing remove.

Examples:—

- 1 MADRAS, COUNCIL OF MINISTERS.
- 2 MADRAS (City), COUNCIL, WORKS (Standing Committee for—).
- 3 MADRAS, DISTRICT COURT (Coimbatore).

4 WESTERN RAILWAY (India), AUDIT (Department of—).

5 UNIVERSITY COLLEGE (London), BIOMETRIC LABORATORY.

176 **Descriptive Element.**—Term(s) added after the name of a person or a corporate body including its individualising element(s), if any, to denote the role of the person or the corporate body, if it is other than that of author—such as, *J Auth; Ed; J Ed; Tr; J Tr*; etc.

177 **Connecting Element.**—Word like “and”, “of”, etc. occurring within a Block in a Heading or between the names of J Authors, or J Collaborators.

Examples:—

1 “y” in “LEON Y ROMAN”.

2 “on” in “CLACTON-ON-SEA”.

3 “de” in “RIO DE JANEIRO”.

4 “and” in “RANGANATHAN (Shiyali Ramamritha) (1892) and SIVARAMAN (Kesarimangalam Manikam Aiyar) (1903)”.

5 “and” in “LIBRARY ASSOCIATION (Great Britain) and AMERICAN LIBRARY ASSOCIATION”.

178 **Entry Element.**—The Word or Word-Group occurring First in a Block in a Heading, that is before any Individualising or Descriptive or any other Element belonging to the Block.

1781 **Entry Word.**—The First Word in an Entry Element.

CHAPTER 18

NAME-OF-PERSON

Examples will be found in Chapters 21 and 51 and in the later Sections of this Chapter

180 Introduction

A Name-of-Person occurs in most of the entries of a library catalogue. It occurs in the Headings of entries. It also occurs in their Title-Sections. In a Heading it may occur as the name of an Author, or of a Collaborator of one kind or another, or of a person forming the subject of study, or of a person whose name forms the title of a document. It may occur in a Title-Section in any of the above ways except as name of author. This variety of ways in which a Name-of-Person can occur increases the frequency of its occurrence in entries. A Catalogue Code has, therefore, to pay special attention to a Name-of-Person. Its features creating problems in cataloguing are:

- 1 the number of words in it;
- 2 their grammatical nature;
- 3 their functions;
- 4 their sequence;
- 5 their relative potency; and
- 6 the complexities in their structure.

1801 NUMBER OF WORDS

In the far-off days, the number of persons writing books was small. Formation of homonym among names of authors was not frequent. Therefore the name of an author often consisted of one word only—such as, Valmiki, Homer and Kalidasa. However, the increase in the number of persons writing and written upon has

led to many-worded Names-of-Persons. Apart from the need to have an extra word to resolve homonym, additional words began to cumulate for one reason and another. In Names-of-Persons of Arabic origin or influence, we come across the largest number of words. Is the cataloguer to retain all these words in the Headings in full? Can any of the words be removed? Can any of the words be abbreviated? Such questions arise today. An author himself reduces some of the words in his name to their initial letters. Is the cataloguer to retain them as they are? Or, is he to expand them to their full names?

1802 THE NATURE OF THE WORDS

The essential words in a Name-of-Person are Proper Nouns. Some Names-of-Persons include also common nouns and auxiliary words, such as article, preposition, and adjective. When the language of a Name-of-Person is quite foreign to the cataloguer, it may be difficult for him to recognise the nature of the Words. Modern intercourse among nations brings into a library books published in diverse languages. It will be difficult for any cataloguer to know all the languages. This causes a difficulty. Can the Catalogue Code provide any aid in this matter?

1803 FUNCTIONS OF THE WORDS

Some help can be formulated as we consider the functions of the words in a Name-of-Person. The Proper Nouns are irremovable.

18031 Proper Noun

Some of the Proper Nouns denote the Given-Name of the person. These words are essential in the Name. One or two of the words may denote the Family-Name. It occurs in some cultural groups; and it does not occur in others.

18032 Common Noun

Common Nouns may or may not occur in a Name-of-Person. If they do, they may denote some attributes of the person such as academic, civic, military, ritualistic, or other distinction, or the profession of the person or some of his dominant ancestors. They may also denote denomination by caste, creed, or religion. Some

may be terms of respect. Most of these are removable. Some are irremovable attachments to the proper nouns in certain cultural groups. Can the Catalogue Code help the cataloguer of a foreign culture to distinguish between the removable and the irremovable common nouns?

18033 Auxiliary Word

The auxiliary words are peculiar to certain cultural groups only. They occur between the Given-Name and the Family-Name. They are deemed irremovable.

1804 THE SEQUENCE OF THE WORDS

Every conceivable sequence is found in a Name-of-Person among the Given-Name, the Family-Name, and the common nouns, and the auxiliary words.

The common nouns may lie at the very beginning, or at the end, or anywhere in the middle as in Buddhistic or Viet-Nameese Names-of-Persons. They cannot, therefore, be spotted out in every case by their position, and removed.

In a Name-of-Person of European, Japanese, Marathi, Gujarathi, Sindhi, Kashmiri, Bengali, Oriya, and Assamese cultural groups, the Family-Name occurs last; and the Given-Name precedes it. Of the words forming the Given-Name the one specific to the individual usually comes first; and those of father, godfather, or patron may come thereafter in European, Marathi, and Gujarathi Names.

In a Name-of-Person of Chinese, Viet-Nameese, Malayalam, Kannada, and Telugu cultural groups, the Family-Name comes first and the words of the Given-Name come thereafter.

In a Name-of-Person of Tamil, Malayalam, Kannada, Telugu and Viet-Nameese cultural groups, the last proper noun is usually the Name specific to the individual.

In Tamil the preceding proper nouns may be the names of father and place of birth or place of ancestors.

In a Name-of-Person of the Burmese cultural group and in some Names-of-Persons of the Hindi cultural group, the Given-Name alone occurs without any other proper nouns.

1805 THE POTENCY OF THE WORDS

If there is any common noun in a Name-of-Person, which is an irremovable attachment, it has no potency as a result of its being a common noun. It has no claim to become the Entry Element.

Among the proper nouns, either the Family-Name, or the word in the Given-Names specific to the individual, may have greater potency than the other.

In Western, Japanese, and Chinese names, the Family-Name is drawn from a far more extensive and larger group of words than the Given-Name. The group of the former runs to many thousands, while the group of the later does not have more than a thousand words or so. Therefore, in a Name-of-Person in those cultural groups, the Family-Name has a greater potency than the Given-Name. It has, therefore, a greater right than the Given-Name to become the Entry Element.

On the other hand, in a Name-of-Person of the Viet-Namese culture, the Family-Name has to be only one out of about two hundred words. It is, therefore, not usual to make it the Entry Element.

In Thai culture, the Family-Name was brought into use only after 1916. Its number is still small. It is, therefore, not usual to make it the Entry Element.

In a Name-of-Person of Bengali culture, the Family-Name has to be drawn from a group of less than 1000 words; while the Given-Name has a very large group running to many thousands to draw from. In spite of this, the English-educated persons prefer to give the Family-Name the status of Entry Element. But there is a section of opinion in Bengal which would deny it that status.

The relative numerousness of the reservoir of Family-Names and Given-Names in the Marathi, Gujarathi, Hindi, Oriya, and Assamese cultures needs investigation, to see if the status of Entry Element given to the Family-Name satisfies the Canon of Prepotence.

Generally speaking in Indian, Burmese, Ceylonese, and Islamic cultural groups, the Given-Name has great potency. It is chosen

as Entry Element in a Name-of-Person in Tamil, Malayalam, Kannada, Telugu, Burmese, Ceylonese and Islamic cultural groups.

1806 COMPLEXITIES OF STRUCTURE

Compound Family-Names and Given-Names form one kind of complexity in Names-of-Persons. In some cases the components are linked by a hyphen or by a conjunction or by some other auxiliary word. In some other cases there is no such visible indication that two or more words together form a compound Family-Name or a compound Given-Name. This happens in Names-of-Persons in Bengali, Marathi, Gujarathi, Sinhalese, and the Islamic cultural groups of India and Pakistan. Can the Catalogue Code give aid to foreign cataloguers in this matter?

A Compound Family-Name among the Names of married women of some of the European cultural groups present great difficulty. It is a compound of the Family-Names of the Husband and the Wife. Their sequence varies. The connecting word also is not the same. Their claim to the status of Entry Element cannot be determined by their position alone. Can the Catalogue Code give aid to foreign cataloguers in this matter?

The auxiliary word between Given-Name and Family-Name in European cultural groups gives difficulty. In some it is deemed to go with the Family-Name and in some others with the Given-Name. Here again can the Catalogue Code give aid to foreign cataloguers?

The Names based on Arabic culture present peculiarities of their own. These will become clear in section 185 and its subsections, dealing with the rendering of such names.

1807 CULTURAL IMPACT

To add to the five important problem-cases pointed out in the preceding sections as needing special aid from the Catalogue Code, more tantalising problems are created as a result of the cultural impact between different cultural groups. It leads to imitation as well as counter-imitation. The order of King Rama VI of Thailand calling for the adoption of Surnames by all his people and arranging to confer them officially was a result of his travel in Europe. But in spite of its adoption, the surname has not

been made the Entry Element. In Bengal, there is conflict between Family-Names and Given Names as stated in section 1805, as a result of British contact. In Uttar-Pradesh and Punjab, Family-Name came into vogue as a result of British impact. But the dropping of the Family-Name has begun in more recent years. While the Muslims of India and Pakistan do not generally go in for Family-Name, a few do so. In some places, but not in all, the Christians imitate the West. In Indonesia, the father's name is being treated as if it were Family-Name, just during the present generation. This vogue may or may not be continued. In Bengal and Uttar-Pradesh, and to a smaller degree in other areas, the Given-Name, which is a single word, is broken into two parts and written out as if they were two distinct words.—Ganesh Prasad instead of Ganeshprasad, Prithvi Nath instead of Prithvinath, Sankara Narayanan instead of Sankaranarayanan, and Vidya Bhushan instead of Vidyabhushan. As a result of British contact, some contract the former of these two parts into its initial letter and use the second part as if it were the true name by itself. In the name of Sir C V Raman, the real name should be C Venkataraman. Some abbreviate all the proper nouns into their respective initial letters and retain only the last attached common noun in full. A S P Ayyar is an example. It should be A S Panchapakesa Ayyar. Ayyar is a common noun attached to the proper noun.

1808 TOWARDS AID

The terminology introduced and the procedure laid down in the succeeding sections of this Chapter, taken along with the Rules on the rendering of Names-of-Persons, form a sample of one way in which a Catalogue Code can give some aid to foreign cataloguers. The best aid can come only by the implementation of the standard for Supplement to Author Statement. (See Sec. 187).

181 Terminology

In my report to Unesco on Asian Names (54), I developed a certain terminology in the process of probing into the structure of a Name-of-Person and the problem of rendering it in the Heading of an Entry. Perhaps some of these terms may be of

help in the further pursuit of this problem. They are therefore given here.

182 Name-of-Person

182 Name-of-Person.—Word or set of words arranged in a definite sequence and used to denote a person.

1821 Name.—Name-of-Person.

This briefer term will be used in any context where it is not likely to denote any entity other than a person.

183 Kinds of Word-Group

1831 GIVEN NAME

1831 Given Name.—Word or word-group usually given to a person, shortly after birth, as the individual's name, by the parents or their deputy. It consists of proper nouns. It is also denoted by the terms Christian Name, Personal Name, Forename, and First Name.

The last two terms are valid only in Western, Japanese, Marathi, Gujarathi, and Bengali Names. In Tamil, Malayalam, Kannada, Telugu, Sinhalese, Viet-Nameese, and Indonesian Names, it is the last proper noun. In Hindi and Punjabi also, it may be the last proper noun in some cases. But it may be followed by a common noun (See Rule 1833). In Marathi, Gujarathi, Kashmiri, Punjabi, Hindi, Assamese, Bengali and Oriya names, it is the first proper noun. But it may be preceded by a common noun or other honorifics. (See Rule 1834).

1832 FAMILY NAME

1832 Family Name.—Word or word-group normally inherited by a person as denoting the name of his family. It consists of proper noun(s). It is also denoted by the terms Surname and Last Name.

The last term is valid only in Western, Japanese, Marathi, Gujarathi, Bengali, and Hindi names. In Chinese, Viet-Nameese, Malayalam, Kannada and Telugu names, it is the First Name.

1833 IRREMOVABLE ATTACHMENT

1833 Irremovable Attachment.—A Word or word-group made of common nouns attached after the Given Name, deemed to be an Irremovable Attachment to the Given Name, and always taken along with it.

It is difficult for a foreign cataloguer to recognise an Irremovable Attachment. Therefore, the next Rule provides some aid in this respect.

18331 The following list gives some of the oft-recurring Irremovable Attachments in names of Burmese, Ceylonese, Hindi, Kannada, Malayalam, Punjabi, Telugu, and Tamil cultural groups. Similar lists should be prepared for other cultural groups.

Note 1 The language of the word is enclosed in brackets in most cases.

2 If a word may occur in two or more languages, all the languages are given within the brackets.

3 Variants due to transliteration are listed in many cases.

4 In Burmese, the Irremovable Attachment occurs as a Prefix and in all other languages as a Suffix.

5 In Islamic name, the Irremovable Attachment may be a Prefix or a Suffix.

Abhar (Tamil)

Achar (Kannada)

Acharaya (Telugu)

Acharayalu (Telugu)

Achari (Kannada)

Achariar (Tamil)

Acharya (Kannada/Tamil)

Achchan (Malayalam)

Adigal (Tamil)

Agha (Islamic)

Aiya (Tamil/Telugu)

Aiyangar (Tamil)

| | |
|--|-----------------------------------|
| Aiyar (Kannada/Malayalam/ Tamil) | Ayyar (Kannada/Tamil) |
| Aiyengar (Kannada) | Babu (Tamil/Telugu) |
| Aiyer (Kannada) | Bagavathar (Tamil) |
| Akka (Kannada) | Bai (Kannada/Tamil) |
| Alwar (Tamil) | Banda (Ceylon) |
| Amba (Kannada/Tamil) | Bandara (Ceylon) |
| Ambal (Kannada) | Bayi (Kannada) |
| Ambalakkarar (Tamil) | Bhadra, Bhadran (Kannada) |
| Ambalavasi (Tamil) | Bhâr (Hindi/Punjabi) |
| Amma (Kannada/Malayalam/ Tamil/Ceylon) | Bharati (Tamil) |
| Ammaiyar (Tamil) | Bharatiar (Tamil) |
| Anmal (Tamil) | Bhat (Tamil) |
| Ammanni (Kannada) | Bhatt (Kannada) |
| Anna (Kannada/Tamil) | Bhatta (Kannada/Tamil/ Telugu) |
| Annavi (Tamil) | Bhattachari (Tamil) |
| Annaya, Annaiya, Anniah (Kannada) | Bhattacharya (Kannada) |
| Appa (Kannada/Tamil) | Bhattar (Tamil) |
| Appaiya, Appaji, Appana, Appaya, Appiah (Kannada) | Bhattatiri (Malayalam) |
| Appu (Ceylon) | Bhattatiripad (Malayalam) |
| Appuhamy (Ceylon) | Bhan (Hindi/Punjabi) |
| Aradhya (Kannada) | Bhupala (Telugu) |
| Arasu (Kannada) | Bhusan, Bhushana (Kannada) |
| Arya (Kannada/Tamil) | Bhushan (Hindi/Punjabi) |
| Aryan (Kannada) | Bihari (Hindi/Punjabi) |
| Asan (Malayalam/Tamil) | Bihari Lal (Hindi/Punjabi) |
| Asari (Tamil) | Boyi (Kannada) |
| Atiyodi (Malayalam) | Chand (Hindi/Punjabi) |
| Atreya (Telugu) | Chander (Hindi/Punjabi) |
| Avadhani (Kannada/Tamil) | Char, Chari, Charya (Kannada) |
| Avadhanjar (Tamil) | Chauduri (Telugu) |
| Ayya (Kannada) | Chetti (Kannada/Tamil) |
| Ayyangar (Kannada/Tamil) | Chettiyar (Tamil) |
| | Chetty, Chettiar (Kannada) |
| | Das (Kannada/Tamil) |

| | |
|--|------------------------------|
| Dasa (Kannada) | Iah (Kannada) |
| Dasan (Tamil) | Iya (Kannada) |
| Dasappa (Kannada) | Iyengar (Kannada/Tamil) |
| Dass (Hindi/Punjabi) | Iyer (Kannada/Tamil) |
| Dasu (Tamil/Telugu) | Jain |
| Daw (Burmese) | Jatavallabhan(r) (Tamil) |
| Dayal (Hindi/Punjabi) | Jetty (Kannada) |
| Deo (Hindi/Punjabi) | Jogi (Kannada) |
| Desika (Kannada) | Jois, Joisa, Joshi (Kannada) |
| Desikan (Tamil/Kannada) | Josi (Tamil) |
| Desikar (Tamil/Kannada) | Josiyar (Tamil) |
| Dev (Hindi/Kannada/Punjabi) | Josyer (Kannada) |
| Deva, Devaru (Kannada) | Jotidar (Tamil) |
| Devi (Tamil) | Kaimal (Malayalam) |
| Dhar | Kamath (Kannada) |
| Dikshit (Kannada) | Kander (Tamil) |
| Dikshitalu (Telugu) | Karan (Hindi/Punjabi) |
| Dikshitan(r) (Tamil) | Karanth(a) (Kannada) |
| Ditta (Hindi/Punjabi) | Karayalar (Tamil) |
| Dorai (Tamil) | Kartha (Malayalam) |
| Elayalu, Yalayadu (Malaya- lam) | Kavi (Telugu) |
| Embirandri (Malayalam) | Kavinjnan (Tamil) |
| Ezhuthatchan (Malayalam) | Kavirayan(r) (Tamil) |
| Giri (Kannada) | Khau (Islamic) |
| Gowd (Kannada) | Khwaja (Islamic) |
| Gownd, Gownden, Gownder (Kannada/Tamil) | Kirth (Hindi/Punjabi) |
| Gramani (Tamil) | Kirthi (Kannada) |
| Gupta (Kannada) | Kishen (Hindi/Punjabi) |
| Gurukkal (Malayalam) | Kishore (Hindi/Punjabi) |
| Haji (Islamic) | Kizhar (Tamil) |
| Hakim (Islamic) | Ko (Burmese) |
| Hami (Ceylon) | Konan(r) (Tamil) |
| Hamina (Ceylon) | Kone (Tamil) |
| Heggade (Kannada) | Kounder (Tamil) |
| | Krishen (Hindi/Punjabi) |
| | Kudumban (Tamil) |

| | |
|--------------------------------------|------------------------------|
| Kumar (Hindi/Punjabi/Kannada) | Moulavi (Islamic) |
| Kumara (Kannada) | Mudaliar (Tamil) |
| Kumari (Hindi/Kannada/Punjabi/Tamil) | Mufti (Islamic) |
| Kumarihami (Ceylon) | Murthi (Kannada/Tamil) |
| Kurukkal (Malayalam) | Murthy (Telugu) |
| Kurup (Malayalam) | Murti (Kannada) |
| Kutti (Malayalam) | Murty (Kannada) |
| Labbai (Tamil) | Nachiyar (Tamil) |
| Lal (Hindi/Punjabi) | Naicken (Tamil) |
| Lemaltani (Ceylon) | Naidu (Tamil/Telugu) |
| Linga, Lingan, Lingiah (Kannada) | Naik (Kannada) |
| Mahavidwan (Tamil) | Nair (Malayalam) |
| Maistri (Tamil) | Nambi (Malayalam/Tamil) |
| Mal (Hindi/Punjabi) | Nambisan (Malayalam) |
| Mandradyar (Tamil) | Nambudri (Malayalam) |
| Manigar (Tamil) | Nambudripad (Malayalam) |
| Manikkaran(r) (Tamil) | Namburi (Malayalam) |
| Mannadiyar (Malayalam) | Nand (Hindi/Punjabi) |
| Mappillai (Malayalam) | Nandan(r) (Tamil) |
| Marakkayar (Tamil) | Narain (Hindi/Punjabi) |
| Marar (Malayalam) | Nath (Hindi/Kannada/Punjabi) |
| Maung (Burmese) | Natha, Nathan (Kannada) |
| Melakaran (Tamil) | Nattan(r) (Tamil) |
| Menike (Ceylon) | Navalan(r) (Tamil) |
| Menon (Malayalam) | Nawab (Islamic) |
| Mian (Islamic) | Nawabzada (Islamic) |
| Mirza (Islamic) | Nayadu (Tamil/Telugu) |
| Mohan (Hindi/Punjabi) | Nayak (Kannada) |
| Molvi (Islamic) | Nayaka (Kannada/Telugu) |
| Moopan(ar) (Tamil) | Nayakadu (Telugu) |
| Moorthi, Moorthy, Moorty (Kannada) | Nayakan(r) (Tamil) |
| Moosad (Malayalam) | Nayaki (Kannada/Tamil) |
| | Nayanar (Tamil) |
| | Nayar (Malayalam) |
| | Nedungadi (Malayalam) |
| | Odeya (Kannada) |

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|---|--|
| Odeyar (Tamil) | Qarzi (Islamic) |
| Othuvar (Tamil) | Rai (Hindi/Punjabi) |
| Padayachi (Tamil) | Raj (Hindi/Kannada/Punjabi) |
| Pakir (Tamil) | Raja (Kannada/Malayalam/ Tamil) |
| Pal (Hindi/Punjabi) | Rajan, Raiah (Kannada) |
| Pandaram (Tamil) | Raj Kumar (Hindi/Punjabi) |
| Pandit (Tamil) | Raju (Kannada/Tamil/ Telugu) |
| Pandithan(r) (Tamil) | Ram (Hindi/Punjabi) |
| Pandiyar (Tamil) | Rao (Hindi/Kannada/Punjabi/ Tamil/Telugu) |
| Pani (Kannada) | Rao Naidu (Telugu) |
| Panickar, Panikker (Malayalam) | Rasu (Tamil) |
| Parkash (Hindi/Punjabi) | Ratnam, Ratna (Kannada) |
| Parshad (Hindi/Punjabi) | Rau (Kannada/Tamil) |
| Pathi, Pathy, Pati, Paty (Kannada) | Rauttar (Tamil) |
| Patrachari (Tamil) | Raya (Kannada) |
| Patrudu (Telugu) | Rayalu (Telugu) |
| Pattanayakan (Tamil) | Rayappa (Kannada) |
| Pattar (Tamil) | Rayaru (Kannada) |
| Pavalan(r) (Tamil) | Razu, Razulu (Telugu) |
| Peer (Islamic) | Reddi (Tamil/Telugu) |
| Peerzada (Islamic) | Reddy (Kannada/Tamil) |
| Perumal (Tamil) | Roop (Hindi/Punjabi) |
| Pilla (Malayalam) | Row (Kannada/Tamil) |
| Pillai (Tamil) | Rowthar (Tamil) |
| Pishoroti (Malayalam) | Sa (Tamil) |
| Poduval (Malayalam) | Saheb (Tamil) |
| Potthi (Malayalam) | Saib (Tamil) |
| Prabhu (Tamil/Telugu) | Saila/Sailam (Kannada) |
| Prakash(Hindi/Kannada/ Punjabi/Telugu) | Sain (Hindi/Punjabi) |
| Prasada (Kannada) | Sami (Kannada) |
| Pujari (Tamil) | Saran (Hindi/Punjabi) |
| Pulavar (Tamil) | Saraswati (Tamil) |
| Pusari (Tamil) | Sardar (Islamic) |

| | |
|--|-------------------------|
| Sarma (Kannada/Malayalam/ Tamil/Telugu) | Sundar (Hindi/Punjabi) |
| Sarup (Hindi/Punjabi) | Suri (Kannada) |
| Sastri (Kannada/Tamil/Telugu) | Swami (Kannada/Tamil) |
| Sastrulu (Telugu) | Swamigal (Tamil) |
| Sastry (Kannada) | Swamy (Kannada) |
| Sawmy (Kannada) | Swarup (Hindi/Punjabi) |
| Saya (Kannada) | Syed (Islamic) |
| Sayab (Tamil) | Tambiran (Tamil) |
| Sayans (Kannada) | Tamburan (Malayalam) |
| Sayed (Islamic) | Tamburatti (Malayalam) |
| Sekhar (Kannada) | Tampan (Malayalam) |
| Sen (Hindi/Punjabi) | Tampi (Malayalam) |
| Seniyan(r) (Tamil) | Tattachari (Tamil) |
| Servai (Tamil) | Thangal (Malayalam) |
| Setty, Setti (Kannada) | Thevan(r) (Tamil) |
| Setupathi (Tamil) | Tirumalpad (Malayalam) |
| Shafzada (Islamic) | Tooran (Tamil) |
| Shaik (Islamic) | Turai (Tamil) |
| Sharma (Kannada) | U (Burmese) |
| Shastri, Shastry (Kannada) | Udayar (Tamil) |
| Shetti, Shetty (Kannada) | Unni (Malayalam) |
| Sholiyan (Tamil) | Unnithan (Malayalam) |
| Shyam | Vaidhyan(r) (Malayalam) |
| Siddar (Tamil) | Vaithiyan (Tamil) |
| Simha (Kannada) | Vajapeyar (Tamil) |
| Singh (Hindi/Kannada/ Punjabi/Tamil) | Vallal (Tamil) |
| Singho (Ceylon) | Vandayar (Tamil) |
| Siva (Tamil) | Varma (Malayalam) |
| Sivachariar (Tamil) | Varriar (Malayalam) |
| Sivan (Tamil) | Vathiyar (Tamil) |
| Somayaji(Kannada/Tamil/ Telugu) | Velan(r) (Tamil) |
| Srouthi (Kannada) | Vellalan (Tamil) |
| Sufi (Islamic) | Velu (Tamil) |
| | Warrior (Malayalam) |
| | Yogi (Tamil) |

1834 REMOVABLE ATTACHMENT

1834 Removable Attachment.—A word or word-group made of common nouns or adjectives, attached as honorific or courtesy term after or before or in the middle of a name, deemed removable, and not to be retained in the Heading of an Entry.

18341 The following list gives some of the oft-recurring Removable Attachment in names of Buddhist, Ceylonese, Indian, Indonesian, Malayan, and Viet-Nameese cultural groups. Similar lists should be prepared for other cultural groups.

1 After each word in the succeeding table of Removable Attachment, the language or the culture of occurrence is mentioned within brackets.

2 It is also mentioned within the brackets whether it will occur as a prefix or as a suffix or in the middle of the name.

| | |
|---------------------------------------|---|
| Adigal, Adigalar (Tamil. Suffix) | Bakshi (Hindi/Punjabi. Prefix) |
| Adigar (Ceylon. Suffix) | Basnayake Nilame (Ceylon. Suffix) |
| Andavan (Tamil. Suffix) | Bawa (Hindi/Punjabi. Prefix) |
| Andavar (Tamil. Suffix) | Bhagavatam (Tamil. Prefix) |
| Aratchi (Ceylon. Suffix) | Bhai (Hindi, Punjabi. Prefix) |
| Ashtavadanam (Tamil. Prefix) | Bibi (Punjabi. Prefix) |
| Asukavi (Tamil. Prefix) | Brahma Sri (Tamil. Prefix) |
| Avar (Kannada/Tamil. Suffix) | Brahma Sri Pandit (Tamil. Prefix) |
| Avargal (Tamil. Suffix) | |
| Avaru (Kannada/Tamil. Suffix) | Brahmesri (Tamil. Suffix) |
| Avarugal, Avarugalu (Kannada. Suffix) | Brahmesrigal, Brahmesrigalavaru (Kannada. Suffix) |
| Ayurveda Bhushanam (Tamil. Prefix) | Chaophya (Thai. Prefix) |
| Be (Viet-Nameese. Middle) | Che (Malayan. Prefix) |
| Baba (Hindi/Punjabi. Prefix) | Choudhury (Hindi/Punjabi. Prefix) |

| | |
|---------------------------------------|------------------------------------|
| Chittirakavi (Tamil. Prefix) | Kaviraj (India. Prefix) |
| Dasu (Tamil. Prefix) | Kaviraj Pandithan (Tamil. Prefix) |
| Dato (Malayan. Prefix) | Kaze (Tamil. Prefix) |
| Dato Nuda (Malayan. Prefix) | Khun (Thai. Prefix) |
| Datoh (Malayan. Prefix) | Koon (Thai. Prefix) |
| Datoh Panglima (Malayan. Prefix) | Koonnai (Thai. Prefix) |
| Dekchai (Thai. Prefix) | Koonnying (Thai. Prefix) |
| Dekying (Thai. Prefix) | Korale Mahatmaya (Ceylon. Suffix) |
| Dewan (Hindi/Punjabi. Prefix) | Kumari (India. Prefix/Suffix) |
| Dinh (Viet-Nameese. Middle) | Lala (Hindi/Punjabi. Prefix) |
| Diwan Bahadur (India. Prefix) | Lekam (Ceylon. Suffix) |
| Diwan Sahib (India. Prefix) | Lung (Thai. Prefix) |
| Disave (Ceylon. Suffix) | Madura (Indonesian. Prefix) |
| Diyawadana Nilame (Ceylon. Suffix) | Madurakavi (Tamil. Prefix) |
| Duc (Viet-Nameese. Middle) | Mahacarya (Ceylon. Title Prefix) |
| Enche (Malayan. Prefix) | Maha Mudaliyar (Ceylon. Prefix) |
| Gal, Galu, Galavaru (Kannada. Suffix) | Maharaj (India. Prefix/Suffix) |
| Gate-Mudaliyar (Ceylon. Prefix) | Maharshi (India. Suffix) |
| Gate-Muhandiram (Ceylon. Prefix) | Mahopadyaya (Tamil. Prefix) |
| Giani (Hindi/Punjabi. Prefix) | Makan (Tamil. Suffix) |
| Haji (Malayan. Prefix) | Malik (Punjabi. Prefix and Suffix) |
| Hakim (Tamil. Prefix) | Maniyagar (Ceylon. Suffix) |
| Huu (Viet-Nameese. Middle) | Mas (Indonesia. Prefix) |
| Inche (Malayan. Prefix) | Master (Hindi/Punjabi. Prefix) |
| Jagatguru (Tamil. Prefix) | Mian (Hindi/Punjabi. Prefix) |
| Jalaviddai (Tamil. Prefix) | Moulvi (India. Prefix) |
| Jathidar (Punjabi. Prefix) | Mudaliyar (Ceylon. Prefix) |
| Jatida Bhushanam (Tamil. Prefix) | Muhandiram (Ceylon. Prefix) |
| Kanwar (Punjabi. Prefix) | Munivar (Tamil. Suffix) |
| Katikacarya (Ceylon. Title Prefix) | Munshi (India. Suffix) |
| | Nai (Thai. Prefix) |
| | Nang (Thai. Prefix) |
| | Nangsao (Thai. Prefix) |

| | |
|---------------------------------------|---|
| Nawab (India. Prefix) | Rajah (India. Prefix) |
| Nawabzada (India. Prefix) | Raja Mrutyjaya Nisanka |
| Nawabram (Tamil. Prefix) | Raj Kumari (India. Prefix) |
| Nilame (Ceylon. Middle) | Rana (Hindi/Punjabi. Prefix) |
| Nu (Viet-Nameese. Middle) | Rao Bahadur (India. Prefix) |
| Padikara Mudaliyar (Ceylon. Prefix) | Rao Sahib (India. Prefix) |
| Padikara Muhandiram (Ceylon. Prefix) | Rate Mahatmaya (Ceylon. Suffix) |
| Padukasevakan (Tamil. Prefix) | Ratnakara (Tamil. Prefix) |
| Pandit (Hindi/Punjabi/Ceylon. Prefix) | Rishi (Punjab. Prefix) |
| Pandita (Ceylon. Prefix) | Ru (Kannada/Tamil. Suffix) |
| Panditacarya (Ceylon. Prefix) | Sadavatanam (Tamil. Prefix) |
| Panjangam (Tamil. Prefix) | Sadguru (Tamil. Prefix) |
| Paramahamsa (Tamil. Prefix) | Sahitya Siromani (India/Ceylon. Prefix) |
| Paravastu (Tamil. Prefix) | Sahitya Visarada (India/Ceylon. Prefix) |
| Phra (Thai. Prefix) | Sami (Tamil. Suffix) |
| Phya (Thai. Prefix) | Sannadigal (Tamil. Suffix) |
| Prathivathi bayankara (Tamil. Prefix) | Sardar (India. Prefix) |
| Pujjya Pandita (Ceylon. Prefix) | Sardar Bahadur (Punjab. Prefix) |
| Pulavar (Tamil. Prefix) | Sardar Sahib (Punjab. Prefix) |
| Quf (Viet-Nameese. Middle) | Sastri (Hindi/Punjabi. Prefix) |
| Raden (Indonesia. Prefix) | Sastracarya (Ceylon. Prefix) |
| Raden Aryo (Indonesia. Prefix) | Sastra Visarada (India/Ceylon. Prefix) |
| Raden Mas (Indonesia. Prefix) | Seth (Punjab. Prefix) |
| Raden Pandji (Indonesia. Prefix) | Si (Viet-Nameese. Middle) |
| Rai (Punjabi. Prefix) | Sodasavatanam (Tamil. Prefix) |
| Rai Bahadur (India. Prefix) | Sodasavatani (Tamil. Prefix) |
| Rai Sahib (Hindi/Punjabi. Prefix) | Soetan (Indonesia. Prefix) |
| Raizada (Punjabi. Prefix) | Sowbhagyavati (Tamil. Suffix) |
| Raja (Malayan. Prefix) | Sri (India/Ceylon. Prefix. Suffix) |
| Raja Bahadur (Tamil. Prefix) | Sridhasri (Tamil. Suffix) |
| | Sri-la-Sri (Tamil. Prefix) |

| | |
|-------------------------------|---------------------------------------|
| Sriman (Tamil. Prefix) | Vaidraj (Hindi/Punjabi. Prefix) |
| Srimathi (India. Prefix) | Van (Viet-Nameese. Middle) |
| Srungarakavi (Tamil. Prefix) | Vanniyar (Ceylon. Suffix) |
| Sultan (Malayan. Prefix) | Varakavi (Tamil. Prefix) |
| Swami (India. Prefix) | Veda Aratchi (Ceylon. Prefix) |
| Swamigal (Tamil. Suffix) | Veda Mudaliyar (Ceylon. Prefix) |
| Syed (Malayan. Prefix) | Veda Muhandiram (Ceylon. Prefix) |
| Thakur (Hindi/Punjab. Prefix) | Velvidane (Ceylon. Suffix) |
| Thi (Viet-Nameese. Middle) | Vi (Viet-Nameese. Middle) |
| Tikka (Punjab. Prefix) | Vidan Aratchi (Ceylon. Suffix) |
| Tiru (Tamil. Prefix) | Vidane (Ceylon. Suffix) |
| Tirumathi (Tamil. Prefix) | Vidwan (Tamil. Prefix) |
| Tiruvalar (Tamil. Prefix) | Vidya Visarada (India/Ceylon. Prefix) |
| Toh (Malayan. Prefix) | Viet (Viet-Nameese. Middle) |
| Trong (Viet-Nameese. Middle) | Visarada (India/Ceylon. Prefix) |
| Tuan (Malayan. Prefix) | Wan (Malayan. Prefix) |
| Tungku (Malayan. Prefix) | Yang Mutia (Malayan. Prefix) |
| Udayar (Ceylon. Suffix) | |
| Ungku (Malayan. Prefix) | |
| Vaid (Hindi/Punjabi. Prefix) | |

1835 IRREMOVABLE AUXILIARY WORD

1835 Irremovable Auxiliary Word.—An article or a preposition, or a combination of article and preposition, or any other auxiliary word occurring between the Given Name and the Family Name. It is usually retained in the Heading of an Entry.

A list of the articles in some of the languages is given in Section 041. Prepositions and their combinations with articles can be easily recognised.

This list should be completed and similar lists should be prepared for other languages.

1836 ABBREVIATED WORD

1836 Abbreviated Word.—A proper noun in a Name, not fully spelt out but abbreviated to one or

more initial letters, either habitually by the person himself, or in public usage or reference, or in the title-page, or anywhere else in the preliminary pages, or elsewhere in the document.

Examples:—

| | | | |
|---|---------------|------------|------------------------------|
| 1 | J Boswell | <i>for</i> | James Boswell |
| 2 | A W Cardinall | <i>for</i> | Allen Wolsey Cardinall |
| 3 | G W C Kaye | <i>for</i> | George William Clarison Kaye |
| 4 | B C Pal | <i>for</i> | Bepin Chandra Pal |
| 5 | S N Sen | <i>for</i> | Surendar Nath Sen |
| 6 | R P Sood | <i>for</i> | Ramraksh Pal Sood |
| 7 | A J Wells | <i>for</i> | Arthur James Wells |

1837 COMPOUND FAMILY NAME

1837 Compound Family Name.—Family Name made up of two or more proper nouns, either

- 1 Connected by a hyphen; or
- 2 Connected by a conjunction or any other kind of auxiliary word; or
- 3 Written separately without any connecting symbol or auxiliary word.

Examples:—

The compound Family Name is in Capitals and Small Capitals.

- 1 Arthur Thomas QUILLER-COUCH
- 2 Hermann SCHULZE-DELITZSCH
- 3 Theodore WATTS-DUNTON
- 4 Ricardo LEON Y ROMAN
- 5 Giorgio LEVI DELLA VIDA
- 6 J J MARCUET DE VASSELLOT
- 7 Roger MARTIN DU GARD
- 8 Garo MERHART VON BERNEGG
- 9 Henri Joachim de BIJLL NACHENIUS
- 10 Vicente Antonio de ESPIRITO SANTO

- 11 Dipak DAS GUPTA
- 12 Krishna Row Mukund DIXIT PATWARDHAN
- 13 Surendar Nath BASU RAY CHAUDHURI
- 14 Kumara Munindra Deb RAI MAHASAI

If the component words of a Compound Family Name are connected by a hyphen or an auxiliary word as in the first eight of the above examples, the Compound Name can be easily recognised. In the absence of such an indicator, it is not possible to recognise it. To help a foreign cataloguer, there appears to be no aid other than giving a list of Compound Surnames, unless the International Standard for the Supplement to Author Statement on the back of the title-page (see Sec. 13238), prescribing the printing in dominant type-face the whole compound Family Name, is followed. In the meantime some aid is given in the three succeeding rules for Bengali, Gujarathi, Kannada, Marathi and Sinhalese names.

18371 SINHALESE STARTER WORD FOR THREE-WORDED FAMILY NAME

18371 If the last-but-two proper noun in a Sinhalese name is any one of the following, that word and the next two words taken together form a Three-Worded Family Name.

Casie

D, Da, De

Dias

18372 BENGALI AND SINHALESE STARTER WORD FOR TWO-WORDED FAMILY NAME

18372 If the penultimate proper noun in a Bengali or a Sinhalese name is any one of the following, that word and the next word together form a Two-Worded Family Name.

Abaya (Sinhalese)

Bal (Bengali)

Acharya (Bengali)

Bandyopadhyay (Bengali)

Ayan (Bengali)

Barr (Sinhalese)

Baidya (Bengali)

Barua (Bengali)

| | |
|-------------------------|---------------------|
| Basu (Bengali) | Mallik (Bengali) |
| Bej (Bengali) | Manicka (Sinhalese) |
| Bhanja (Bengali) | Marika (Sinhalese) |
| Biswa (Bengali) | Mendis (Sinhalese) |
| Brito (Sinhalese) | Mitra (Bengali) |
| Casie (Sinhalese) | Nag (Bengali) |
| Chakravorty (Bengali) | Nandi (Bengali) |
| Chakrabarti (Bengali) | Omer (Sinhalese) |
| Christie (Sinhalese) | Pal (Bengali) |
| Croos (Sinhalese) | Pandita (Sinhalese) |
| Crosett (Sinhalese) | Patta (Bengali) |
| Das (Bengali) | Pinto (Sinhalese) |
| Datta (Bengali) | Pujita (Sinhalese) |
| De (Bengali, Sinhalese) | Raj (Bangali) |
| Deb (Bengali) | Rajak (Bangali) |
| Dias (Sinhalese) | Ray (Bengali) |
| Don (Sinhalese) | Rudra (Bengali) |
| Dutta (Bengali) | Sadhu (Bengali) |
| Flamer (Sinhalese) | Saha (Bengali) |
| Ghose (Bengali) | Sama (Bengali) |
| Ghosh (Bengali) | Samaddar (Bengali) |
| Gogerly (Sinhalese) | Samuel (Sinhalese) |
| Guha (Bengali) | Sarkar (Bengali) |
| Gupta (Bengali) | Sen (Bengali) |
| Herat (Sinhalese) | Senathi (Sinhalese) |
| Home (Bengali) | Sharma (Bengali) |
| Homer (Sinhalese) | Shukla (Bengali) |
| Izadeen (Sinhalese) | Shyam (Bengali) |
| Jayasinha (Sinhalese) | Silva (Sinhalese) |
| Jayaweera (Sinhalese) | Singha (Bengali) |
| Kar (Bengali) | Sinha (Bengali) |
| Kohoban (Sinhalese) | Sri (Sinhalese) |
| Kuriwita (Sinhalese) | Suriya (Sinhalese) |
| Lata (Bengali) | Thakur (Bengali) |
| Lorenz (Sinhalese) | Vijaya (Sinhalese) |
| Macan (Sinhalese) | |

18373 COMPOUND FAMILY NAME

18373 The following Compound Family Names occur in Gujarathi, Kannada, Marathi, and Sinhalese names, in addition to those indicated in Rules 18371 and 18372.

| | |
|-----------------------------------|-------------------------------|
| Abhang Ateetakar (Marathi) | Joshi Palashetakar (Marathi) |
| Atmaram Bhukhanvala (Gujarathi) | Kadam Sonsalkar (Marathi) |
| Baheli Homji (Gujarathi) | Kadim Diwan (Kannada) |
| Bal Mahajan (Marathi) | Kamat Dalal (Marathi) |
| Bapat Dikshit (Marathi) | Kanawade Patil (Marathi) |
| Barwe Wad (Marathi) | Kankani Thanki (Gujarathi) |
| Bhat Peshawe (Marathi) | Kara Kalyanavala (Gujarathi) |
| Bhrugu Shastri (Gujarathi) | Kashi Parekh (Gujarathi) |
| Biradar Patil (Kannada) | Kathiavad Divanji (Gujarathi) |
| Chapte Sikhatma (Marathi) | Khot Bhagwat (Marathi) |
| Dehai Kulkarni (Kannada) | Khirasagar Kulkarni (Marathi) |
| Deo Inamadkar (Kannada) | Kunte Mahajan (Marathi) |
| Deo Paranjpa (Marathi) | Lohar Khamgaokar (Marathi) |
| Deodhar Dhamdhere (Marathi) | Mahajan Kunte (Marathi) |
| Desai Kolhatkar (Marathi) | Maji Patil (Kannada) |
| Deva Aditya (Sinhalese) | Mamle-Desai (Kannada) |
| Dikshi Sana (Marathi) | Modak Howaldar (Marathi) |
| Dixit Patwardhan (Marathi) | Mondhe Kulkarni (Marathi) |
| Ehelepola Seneviratne (Sinhalese) | Mulki Patil (Kannada) |
| Flamer Caldera (Sinhalese) | Mutalik Desai (Kannada) |
| Gogerly Moragoda (Sinhalese) | Mutalik Deshapande (Kannada) |
| Gokhale Raste (Marathi) | Mutalik Madagouda (Kannada) |
| Gokhale Tasgaokar (Marathi) | Naik Nimbalkar (Marathi) |
| Gora Gandhi (Gujarathi) | Naik Thigale (Marathi) |
| Hans Boedkar (Marathi) | Orpe Potdar (Marathi) |
| Jhaver Laxmichandvala (Gujarathi) | Pai Raikar (Kannada) |
| Joshi Ghorpade (Marathi) | Pathak Vadiya (Marathi) |
| | Patil Kulkarni (Kannada) |
| | Pawar Bane (Marathi) |
| | Pestan Jampsa (Gujarathi) |

| | |
|--------------------------------|-------------------------------|
| Phadtari Deshmuk (Marathi) | Sawant Tirawadekar (Marathi) |
| Phaphe Manohar (Marathi) | Shamal Becharvala (Gujarathi) |
| Prabhu Desai (Kannada) | Soman Narawana (Marathi) |
| Prabhune Pissarwakar (Marathi) | Thorat Gadgil (Marathi) |
| Puranic Dikshit (Kannada) | Ulli Pradhan (Kannada) |
| Raje Shirke (Marathi) | Vachchha Gandhi (Gujarathi) |
| Salunke Rao (Marathi) | Vaidya Shastri (Gujarathi) |
| Saraf Wakde (Marathi) | Varmani Thanki (Gujarathi) |
| Savare Bhagavat (Marathi) | |

1838 COMPOUND GIVEN NAME

- 1838 Compound Given Name.**—Given Name made up of two or more proper nouns, either
- 1 Connected by hyphen, or
 - 2 Connected by a conjunction or any other auxiliary word; or
 - 3 Written separately without any connecting symbol or auxiliary word.

If the component words of a Compound Given Name are connected by a hyphen or by an auxiliary word, the compound name can be easily recognized.

In a Name-of-Person of a cultural group, which invariably ends or begins with a Family Name, it is not of very great importance that one should recognize a set of words in the Given Name as a Compound. Generally speaking, this is true of a Western, Japanese, Assamese, Bengali, Gujarathi, Kashmiri, Marathi, or Oriya name, each of which ends with a Family Name. This is also true of a Chinese or Viet-Nameese name, each of which begins with a Family Name.

But in a Name-of-Person without a Family Name, the Given Name will have to be made the Entry Element. In a Gujarathi or a Marathi name of a period prior to early nineteenth century, Family Name was not used by many authors and the Given Name began with a name specific to the individual and ended with the name specific to his father. But neither of these was a compound

name. In any other cultural group where the Given Name has to be made the Entry Element, it is often the last proper noun in the name—i e, it will be the last noun barring any common noun which may occur at the end as an Irremovable Attachment to the Given Name. This is what happens invariably in Viet-Namese, Kannada, Malayalam, Tamil and Telugu names. In these cases, if the words within a Compound Given Name are written separately without a hyphen connecting them, it will not be possible for the cataloguer to decide where the Entry Element should begin and which of the Proper Nouns before the last one should be taken with the Secondary Element.

In Viet-Namese, there is a tendency to insert the hyphen. But in Kannada, Malayalam, Tamil and Telugu names, there is the opposite tendency of breaking a single fused word into its parts in violation of the Rules of Grammar and putting them down as if they were separate words.

It is not easy even for a cataloguer born within the culture to meet this situation successfully. It is particularly so in the case of a Tamil name. Because the word preceding the Given Name of the individual is usually the Given Name of the father. These are similar. It will be very difficult to decide where the father's Given Name ends and where the son's Given Name begins.

18381 Split Given Name in South India

Here are some examples of this tendency in Kannada, Malayalam, Tamil and Telugu Names.

The words in Capital and Small Capitals should be treated as a Single Word denoting the Given Name specific to the individual.

- 1 Pannambal VISHNU MURTHI
- 2 Kasargode YOGESHA ANANDA ROW
- 3 Candeth SIVA SANKARA MENON
- 4 Chettur VISVA NATHA NAIR
- 5 Rama Nathan ANANTHA RAMAN
- 6 Kalyana Raman BADARI NARAYANAN
- 7 Ramu Mudaliar BHIMA SANKARAN
- 8 Kesava Pillai DESIKA VINAYAGAM
- 9 Umapathi GANAPATHI SUBRAMANIAN

- 10 Partha Sarathy GOPALA KRISHNA
- 11 Panchapakesan SANKARA NARAYANAN
- 12 Muthu Krishna Mudaliar SANKARA SUBRAMANIA MUDALIAR
- 13 Sita Raman SATYA NARAYANAN
- 14 Kesarimangalam Manikam Ayyar SIVA RAMAN
- 15 Sundara Raman SIVA RAMA KRISHNAN
- 16 Siva Raman SIVA SANKARA NARAYANA
- 17 Duggirala RAMA KRISHNA ROW
- 18 Durba SUBRA MANIAN

It is difficult to make an exhaustive list of such split words constituting a Given Name. For, it is not known what fused word will be split by a person in his own Given Name or that of his father.

The first two are Kannada Names. The last two are Telugu Names. The others are Tamil Names.

In 2, 3, 4, and 5, the last word is an Irremovable Attachment to the Given Name.

In 7, 8, and 12, the second word is an Irremovable Attachment to the Given Name of the Father.

In 14, the third word is an Irremovable Attachment to the Given Name of the Father.

18382 Split Words Alone

In Punjabi and Hindi Names without a Family Name, there is often no proper noun other than the Given Name in a Split Form. If one can recognise it as a Punjabi or Hindi Name, it will be easy to escape making the second word the Entry Element and the First Word the Secondary Element. But it will not be possible for a foreign cataloguer to recognize the name as a Punjabi or a Hindi one. It is conjectured that the total number of words likely to occur as the second part of a split Given Name in Punjabi or Hindi name will not exceed a few hundreds. But the number of the first of the split words will be far more numerous. Therefore, if a fairly exhaustive list of the second of the split words is given, it will help a foreign cataloguer to recognize with its aid a Punjabi or a Hindi name and use it merely as an Irremovable Attachment to the preceding word.

18383 Two-Worded Given Name in the
Islamic Names in India and Pakistan

An Islamic Name in India and Pakistan may have one of the following words as Family Name:—

| | | | |
|----------|----------|-----------|----------|
| Abidi | Hasani | Naqvi | Rizvi |
| Alavi | Hashmi | Qadiani | Sabzwari |
| Alvi | Husni | Qadri | Siddiqi |
| Burnie | Husaini | Qidwai | Shirani |
| Chishtie | Hussaini | Qizilbash | Shirwani |
| Chughtai | Jafri | Qudsi | Tirmazi |
| Durrani | Kidwai | Quraishi | Usmani |
| Farooqi | Nadvi | Qutbi | Zaidi |
| Faruqi | Naqavi | Rizavi | Zubairi |

This is not an exhaustive list.

If a Family Name occurs at all, it occurs as the last proper noun. But it occurs only in a comparatively few names. In most cases, there is only a Two-Worded Given Name excluding any Irremovable Attachment, if any, at the beginning or at the end. Of the two words in the Given Name, the second is usually a word denoting God or the Prophet, or meaning "Religion". The first word is a common word—such as Asad (=Lion), Nur (=Light), and Rahimat (=Grace). The result is a Two-Worded Given Name such as Asad Ullah, Nur Elahi, and Rahimat ul-Islam. It is conjectured that the total number of the words likely to occur as the second word in an Islamic Given Name in India and Pakistan will be considerably smaller than the number of the words likely to occur as the first word. Therefore if a fairly exhaustive list of the possible second words is given, it will help a foreign cataloguer to recognize with its aid an Islamic Name without a family name and use it merely as an Irremovable Attachment to the preceding words.

18384 Gujarathi and Marathi Given Name without
Family Name

In a Gujarathi or Marathi name without a Family Name, the first proper noun is the Given Name specific to the individual; and the second is the Given Name specific to his father. The

Entry Element should be the first of the two Given Names. But it will not be easy for a foreign cataloguer to recognise the name as a Gujarathi or a Marathi Name. Both the words in the name are alike and are taken from the same group of words. Therefore, the kind of help to a foreign cataloguer suggested in sections 18382 and 18383 for Hindi, Punjabi, and Islamic names cannot be given. The only way will be to give an exhaustive list of such Two-Worded Names without a Family Name, likely to occur in Author Headings and Subject Headings. But their number is very great. Only a sample is given here. The Given Name of the Individual is in Capitals and Small Capitals.

| | |
|---------------------|---------------------|
| ANANT Atmaram | AMBALAL Dinarakadas |
| ATMARAM Kesavji | JIVANLAL Ambalal |
| KESAVJI Vishvanath | BALLUBHAI Kahandas |
| VISHVANATH Govindji | CHEGANLAL Ballubhai |
| EDALJI Jamshedji | NARYAN Hemachandra |
| JAMSHEDJI Faramji | SANKARANAND Narayan |

18385 List of Second Words

The following is a combined list of the more important words likely to occur as the second word in a Two-Worded Punjabi or Hindi Given Name or an Islamic Given Name of India or Pakistan.

| | | |
|------------------|------------------|---------|
| Abbas (Islamic) | Aziz (Islamic) | Bhanu |
| Afzal (Islamic) | Babu | Bhuj |
| Ahmed (Islamic) | Badan | Bhushan |
| Alam (Islamic) | Bahadur | Chand |
| Ali (Islamic) | Bai | Chandra |
| Allah (Islamic) | Bala | Charan |
| Anand | Ballabh | Das |
| Anant | Bandhu | Dayal |
| Askari (Islamic) | Bansh | Deo |
| Asre | Bari (Islamic) | Dev |
| Autar | Bashir (Islamic) | Devi |
| Ayyub (Islamic) | Behari | Dhar |
| Azhar (Islamic) | Bhan | Dhawan |

| | | |
|------------------|-------------------|-------------------|
| Din | Kishore | Pyari |
| Din (Islamic) | Kishori | Qadir (Islamic) |
| Dular | Krishna | Qayyum (Islamic) |
| Dulare | Kumar | Rafiq (Islamic) |
| Dulari | Kumari | Rahim (Islamic) |
| Dutt | Lal | Rahman (Islamic) |
| Farooq (Islamic) | Lakhan | Rai |
| Ganesh | Lata | Raj |
| Gopal | Laxman | Ram |
| Govind | Majid (Islamic) | Raman |
| Haider (Islamic) | Mal | Rani |
| Haleem (Islamic) | Malik (Islamic) | Ranjan |
| Hameed (Islamic) | Mohan | Raoof (Islamic) |
| Hanif (Islamic) | Mohini | Rashid (Islamic) |
| Haq (Islamic) | Mukhtar (Islamic) | Rasool (Islamic) |
| Haque (Islamic) | Muni | Ratan |
| Hari | Murari | Raza (Islamic) |
| Hasan (Islamic) | Murti | Rezzaq (Islamic) |
| Husain (Islamic) | Mushtaq (Islamic) | Roshan |
| Idris (Islamic) | Mustafa (Islamic) | Sagar |
| Iqbal (Islamic) | Nabi (Islamic) | Sahai |
| Is-haq (Islamic) | Nand | Salam (Islamic) |
| Islam (Islamic) | Nandan | Sanehi |
| Ismail (Islamic) | Nanddini | Saran |
| Jabbar (Islamic) | Narain | Sarup |
| Jalil (Islamic) | Naresh | Sen |
| Jit | Nath | Sewak |
| Jiwan | Nazir (Islamic) | Shah (Islamic) |
| Kamini | Nivas | Shamim (Islamic) |
| Kant | Pal | Shanker |
| Kanta | Pati | Shekar |
| Kanti | Phool | Shiv |
| Karan | Prabha | Shyam |
| Kaur | Prakash | Singh |
| Kaushal | Prasad | Suleman (Islamic) |
| Kishan | Pratap | Sunder |

| | | |
|----------------|---------|------------------|
| Swarup | Vilas | Yunus (Islamic) |
| Umar (Islamic) | Vinayak | Yaqub (Islamic) |
| Vallabh | Vir | Yusuf (Islamic) |
| Vanti | Yagya | Zaki (Islamic) * |
| Vati | Yahya | |

184 Forms of Name-of-Person

The following terms correspond to the different stages in the successive reduction of a Name-of-Person to the form in which it is finally entered in the Heading of an Entry.

1841 Usage Name.—Name-of-Person used in denoting a person for public purposes.

The Usage Name will contain a Given Name in one or more words. It may also contain a Family Name in one or more words, an Irremovable Attachment at the beginning or at the end, a Removable Attachment at the beginning, the middle, or the end and an Irremovable Auxiliary Word between the Given Name and the Family Name.

1842 Title-Page Name.—Name-of-Person as it occurs on the Title-Page of the document.

The Title-Page name also may present the various kinds of Removable or Irremovable attachment, and Irremovable Auxiliary Word, and Family Name along with the Given Name, even as the Usage Name may do. But it has usually less of Removable Attachment.

1843 Full Name.—Usage Name or Title-Page Name as the case may be.

Full Name is the starting point in the reduction of a Name-of-Person. In an Author-Entry, Title-Page name will be the starting point, for arriving at the form in which the name is to be entered in the Heading of an Entry. In a Subject Entry which has the name of a Non-Author as the Heading, the Usage Name will be the starting point.

1844 Pure Name.—Name derived from Full Name by removing all the Removable Attachments, if any.

A Removable Attachment will be a common noun or an honorific word depending on the cultural group to which the Name-of-Person belongs. The table given in Rule 18341 will be of help in deriving the Pure Name from the Full Name in the case of Indian, Ceylonese, Indonesian, Malayan, and Viet-Namese names. Similar tables should be constructed for other cultural groups.

1845 Reduced Name.—Name derived from Pure Name by temporarily coupling together with a hyphen the components of a Compound or multi-worded Given Name or Family Name, if any, if they are not already coupled together by a hyphen or an auxiliary word, and coupling the irremovable attachment at the end if any, with the preceding word or compound word as the case may be.

Any auxiliary word between the Family Name and the Given Name is to be temporarily linked by hyphen to one or other of them according to the practice in the cultural group.

The coupling is to be done only temporarily to facilitate further work. The tables given in Rules 18371, 18372 and 18373 will be of use in recognizing Compound Family Names. With regard to inseparable Two-Worded and artificially Split Given Names, the list given in section 18384 will be of help.

18451 Auxiliary Word

18451 The following table gives some of the conventions prevailing in regard to the attachment of the Auxiliary Word occurring between the Family Name and Given Name in Western names. In column 3, the Family Name is printed in cap and small caps. The auxiliary word to be attached to the Family Name is in small caps; while the auxiliary word to be attached to the Given Name is in Roman smalls.

| LANGUAGE | AUXILIARY WORD TO BE ATTACHED TO | EXAMPLE |
|-----------|--|--------------------------------|
| Danish | 1 Family Name, if of romance origin and the auxiliary consists of or contains an article | Jans Lessen LA COUR |
| | 2 Given Name if the auxiliary is <i>av</i> , <i>af</i> or <i>von</i> | Carl von LINNE |
| Dutch | Given Name | Jan ten BRINK |
| English | Family Name | John DE MORGAN |
| French | 1 Family Name if the auxiliary consists of or contains an article | Jean de LA FON- TAINÉ |
| | 2 Given Name if the auxiliary is a preposition | Eugene de FAYE |
| German | Given Name | Peter von der MUHLL |
| Italian | 1 Family Name if auxiliary is an article | |
| | 2 Given Name if auxiliary is or contains a preposition | Antonio degli AL- BERTI |
| Norwegian | Same as in Danish | |
| Swedish | 1 Family Name, if of romance origin | Magnus Gabriel DE LA GARDIE |
| | 2 Same as in Danish | |

1846 Entry Element.—In the case of a personal name, other than Chinese, the Entry Element is to consist of the last word or the last coupled word-group in the Reduced Name. If Chinese, the entire Pure Name, without any change in the sequence of its words, is to be the Entry Element.

1847 Secondary Element.—In the case of a personal name, other than Chinese, the Secondary Element is

to consist of all the words of the Reduced Name, not included in the Entry Element.

1848 Entry Name.—Entry Element followed by the Secondary element, if any, in a Name-of-Person, with all the temporary hyphens removed.

185 Arabic Names

1850 WORD-GROUPS

An Arabic name may consist of one or more groups of words representing respectively:

- 1 Conventional or professional title or *laqab*;
- 2 The personal name or *ism*;
- 21 The name of the father or the brother of the author preceded by the word "Ibn" or "Bin" or "B" and "Akhu" respectively;
- 22 A succession of the names of grandfather, great grandfather, etc., each name being preceded by "Ibn" or its variants;
- 3 The paternal or matronymical name or *kunyah*, usually beginning with the word "Abu";
- 4 The conferred title or *laqab*;
- 5 The nickname or *urf*;
- 6 The relative name or *nisbah* usually ending in *i* or *y*;
- 7 The literary name or *takhallus*, usually of one or two syllables only; and
- 71 The "familiar name" or the name by which the person is generally referred to by the public and in books, such a name being usually preceded by the words "*almaruf ba*", or "*asaheer*", if it is given on the title page.

These groups of words generally, but not in all cases, come in the sequence indicated above; but it is not to be understood that all the groups will necessarily occur in all the names.

The *Kunyah* is an indirect name. Normally it consists of the word 'Abu' meaning 'father of' followed by the name of the eldest son or daughter; but there are many exceptions. Certain *Kunyahs* go regularly with certain names owing to the first owner

of the name having had that *Kunyah*. Again *Kunyahs* are given to infants and to persons without children. Hence, we cannot infer from the *Kunyah* the existence of a child bearing the name which follows the word 'Abu'. In some cases, the *Kunyah* does not at all express paternity. It may express some other characteristic. While the normal position of the *Kunyah* is after the name of the father and the names of other ancestors, occasionally it is also placed at the beginning before the personal name. In such cases it will not be difficult to identify the *Kunyah* part of the name.

1851 REMOVABLE LAQAB

The conventional title occurring at the beginning may be invariably removed from the Heading in an Entry. E g, Hakim, Qazi, Moulvi, Aga, Habib, Khaga, Mir, Sirdar and Syid. But care must be taken to see that it does not constitute the Given Name. This will not be easy for a foreign cataloguer.

1852 ENTRY ELEMENT: ISM

The Given Name or Ism will usually consist of one or two words and in rare cases of more than two words. A rough test to spot out the Given Name is this. If the word 'Ibn' or its equivalent or 'Akhu' occurs in the Pure Name, it may be taken that the word immediately before the first 'Ibn' is the Given Name and the word after the first 'Ibn' or 'Akhu' is the father's name or the brother's name respectively. In such a case, the group of words consisting of

- 1 Given Name; and
- 2 The word 'Ibn' or its equivalent and the father's name;

or

- 3 The word 'Akhu' and the brother's name;

form the Entry Element.

The groups 2 and 3 form an Irremovable Attachment to the Given Name. If there is no 'Ibn' or 'Akhu' in the name, the first word (or two) in the Pure Name is (are) likely to constitute the Given Name; and it forms the Entry Element.

18521 KUNYAH AS ENTRY ELEMENT

In certain cases, the *Kunyah* may be the only name known, the 'Ism' or the Given Name having never been conferred or

having been forgotten. In such a case, the *Kunyah* is to be the Entry Element.

1853 SECONDARY ELEMENT: KUNYAH

In the heading in a catalogue, the *Kunyah*, if it occurs as part of the name, is to be included in the Secondary Element.

1854 CONFERRED TITLE: LAQAB

The *Laqab* may be defined negatively as a name other than that which the holder received at birth and yet not substituted for it.

The conferred title or *Laqab* is to be omitted.

1855 NICK-NAME: URF

The nickname or *Urf* is to be used, if at all, as an Alternative Name or as a Pseudonym.

1856 INDIVIDUALISING ELEMENT: NISBAH

The *Nisbah* is an adjective which locates the person to whom it is given, as a member of a tribe, as a resident of some place, as one following some trade or in any other way. It can be identified by the fact that it usually ends in 'i' or 'y'. It is not unusual to find two or more *Nisbahs* as part of the same name. The *Nisbah* is to be treated as an Individualising Element.

1857 PSEUDONYM: TAKHALLUS

The *Takhallus* is the literary name which most men of letters assume. It is a pseudonym. An author usually puts this pseudonym at the end of his real name. But others refer to him only by his pseudonym. The *Takhallus* can be easily identified by the fact that it comes at the end of the real name and by remembering that it is usually of one or two syllables only. It has to be dealt with in accordance with Rule 1218, if it occurs along with the real name, or in accordance with Rule 125 and its subdivisions if it occurs alone on the title-page.

18571 PSEUDONYM: FAMILIAR NAME

The 'Familiar Name', or the name by which the person is generally referred to by the public and in books, is a source of some difficulty. In the books written by the author himself and in such of their editions as he himself is responsible for, his 'Familiar Name' will not ordinarily be found on the title-page.

But in later editions brought out by others, it may happen that the title-page contains the 'Familiar name' alone. This too is a pseudonym.

1858 DEFINITE ARTICLE

The definite article 'Al' and its variants may occur before one or more words in a name. Wherever it occurs, it is to be written, but ignored in alphabetisation. If it occurs in the *Nisbah* it is to be underlined. Can we not omit it altogether?

1859 APPEAL

It is no easy matter for cataloguers without a special knowledge of Arabic culture to deal with names of such complexity. Linderfelt's *Eclectic card catalogue rules* is said to contain definite instructions on the subject. But I have not had access to a copy of that book. Generally the volumes of the British Museum catalogue dealing with books in Muslim languages and the entries in the *Encyclopaedia of Islam* will be of help in deciding the significance and the sequence of the words in Arabic Names. It must be stated that there is still room for systematisation. There is scope for research in Arabic Names. In addition to the intrinsic complexity of such names, there seem to be also some special features characterising Muslim names of different nationalities such as Spanish, Moorish, Turkish, Egyptian, Arabic, Persian, Afghan and Indian. The whole problem is bristling with difficulties and uncertainties. The present practice in libraries can at best be described as 'drifting'. The Aligarh University will be doing a great service, if it would set some young men on the investigation and systematisation of this problem and publish an authoritative direction for the rendering of Muslim names.

186 Illusory Solution

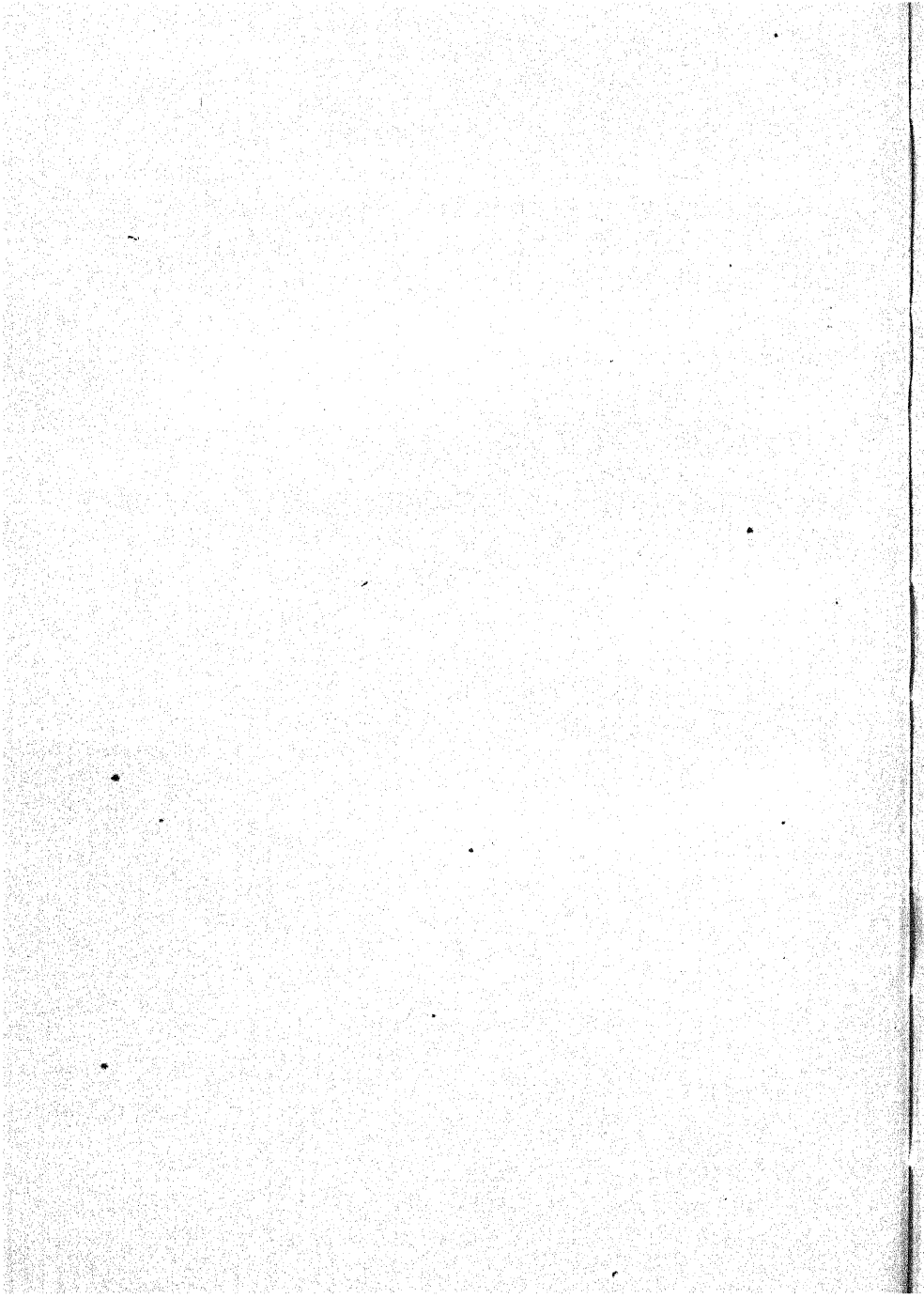
Though the Rules 184 and 185 and their subsections for the rendering of Name-of-Person, taken along with the auxiliary tables and Rules given in the earlier sections of this chapter, appear to be over-elaborate, in fact, they are over-simplified. It is doubtful whether a cataloguer, who is not intimately

familiar with the social practices connected with the formation of a Name-of-Person in a cultural group, can successfully and consistently pick out the Entry Element and the Secondary Element respectively. The individual variations—one may almost say idiosyncrasies—in making up one's own name may baffle even a cataloguer born in the same cultural group. A word may be split into two unmeaning parts. A common noun which is only an attachment may be used as if it were a proper noun denoting either a given Name or a family Name. The greater the deviation of the cultural group of the cataloguer from that of a Name-of-Person, the greater will be the uncertainty. Till now, cataloguing involved only the names of a few cultural groups in most of the libraries. This was the result of nearly two-thirds of the people of the world being in a state of cultural exhaustion, producing few books, and consuming even fewer books by authors belonging to other cultural groups. Therefore the problem of rendering a Name-of-Person has been dealt with in a more or less light-hearted way, and there has been only a small percentage of deviations from the correct rendering. But today practically all the cultural communities of the world are entering into the ascending phase of their current cultural cycles. Creative activity has begun everywhere in the world. New thought is being created by the reviving cultural groups. They cannot be ignored by any other cultural group. The reviving cultural

groups are also keen to have access to documents published in every part of the world. Modern transport conditions permit a free circulation of documents throughout the world, whatever be the cultural group of their origin. The consciousness of one world, being helped by international bodies like the United Nations and its specialised agencies, is intensifying this desire on the part of every cultural group of the world to use documents produced in every other cultural group. Moreover, the unbalancing between population pressure and the availability of natural and near-natural commodities makes it imperative that the research-potential of the world should be conserved, without any wastage due to any unwanted repetition of one and the same piece of investigation. This requires that any document on nascent thought produced in any cultural group whatever should be served unerringly to the workers in every other cultural group. In this process, the rendering of Name-of-Person will play a very important part. The impracticability of any one cultural group to render the Names-of-Persons of all other cultural groups will lead to inefficiency of service. Ultimately such an inefficiency of service will be traceable to the insolubility of the problem of Name-of-Person by cataloguing rules, however involved and however clever. Solution of the problem of rendering Names-of-Persons on a world-scale through a number of cataloguing rules is only an illusion.

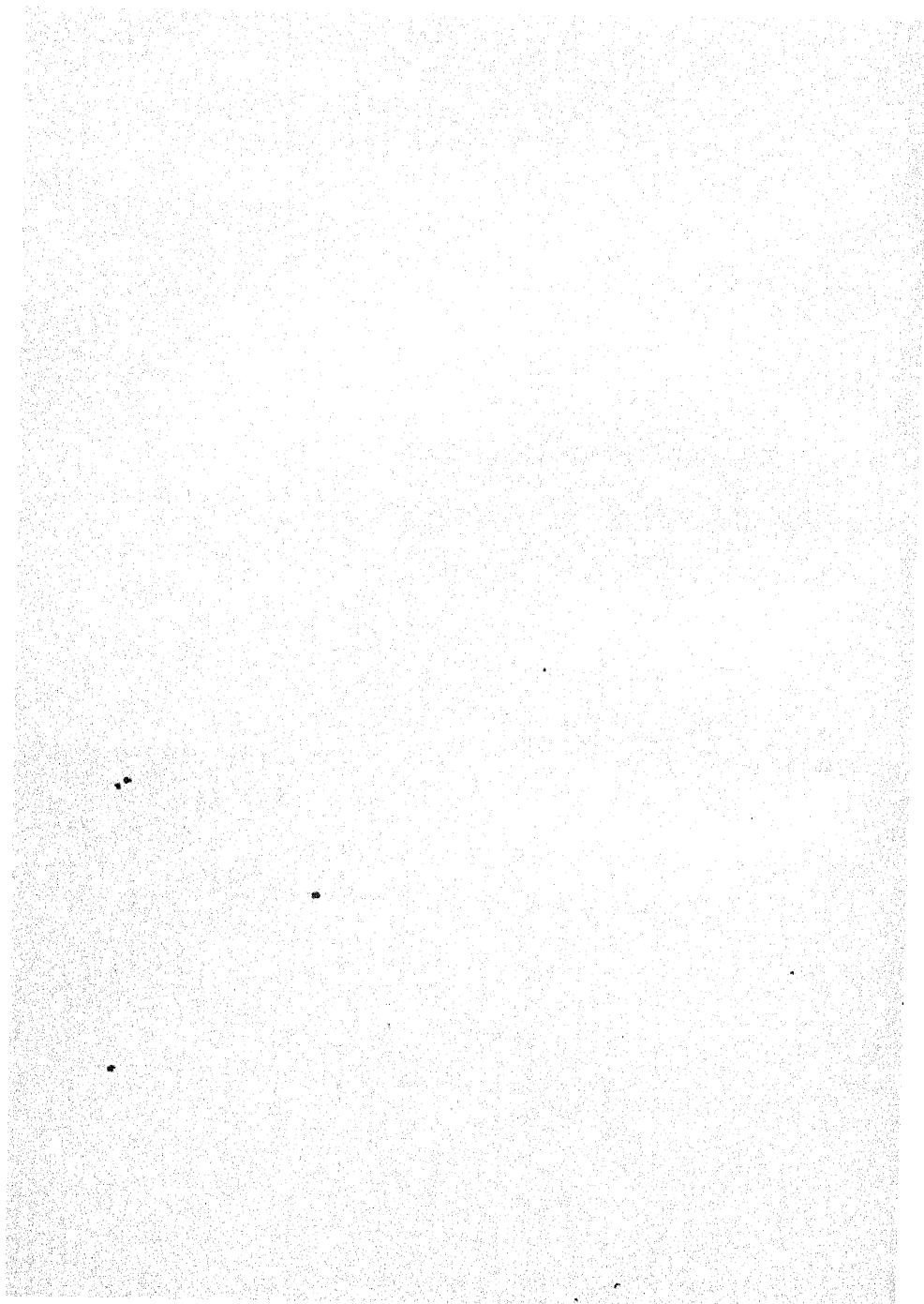
187 The Right Solution

The one person who knows the Entry Element and the Secondary Element in a Name-of-Person is the person himself. International economy and efficiency in cataloguing requires that the author should indicate in his documents the Entry Element and the Secondary Element in his name, along the lines laid down in the Indian Standard IS : 743-1956 for Supplement to Author-Statement. This is to be printed at the back of the title-page of a book or in a suitable place in any other kind of document. If this is done, the rule on the rendering of a Name-of-Person need not be anything more than Rule 211. With this single rule it will be more easy to secure accuracy and consistency in rendering a Name-of-Person than with the plethora of rules crowding cataloguing codes at present. This appears to be the only right solution.



Part 2

RENDERING OF NAMES



CHAPTER 21

PERSONAL NAME

210 Entries of Occurrence

210 A Name-of-Person has to be rendered in the Headings of Main Entries, Book Index Entries, Class Index Entries and Cross Reference Index Entries.

211 If the back of the Title-Page of the book conforms to the Standard for Supplement to Author Statement mentioned in Section 13237, the Entry Element is to be the Word(s) printed in a dominant type-face in the Supplement to Author Statement; the Secondary Element is to be the rest of the Word(s) in it; and the further Individualising Element is to be the Year(s) mentioned in it.

The task of rendering a Name-of-Person will be quite simple in all entries except in the few Class Index Entries in which the name of the person, who has not written any book, is to be the Heading. For the Entry Element and the Secondary Element in the name of a person would be clearly indicated in all future books, in the Supplement to the Author Statement on the Back of the Title-Page, after the Standard for this Supplement is implemented. It will also cover each Alternative Name of the Person. The Year(s) of the Person will also be given by it. With this Standard implemented, Chapter 18 will become unnecessary and this Chapter need to have only the above two Rules. We can really have "Cataloguing without tears".

In case this help of the Supplement to the Author Statement is not available, the Entry Element and the Secondary Element in the name of a person should be found out with the aid of the Definitions and the Rules of Chapter 18 and in particular the Sections 184 and 185 and their Subsections.

The Chapter 18 and the succeeding Rules will be necessary for the documents not conforming to the Standard for the Supplement to Author Statement. They may also be of some help to publishers and authors in framing and printing the Supplement to Author Statement.

212 One-Worded Name

212 The rendering of a Title-Page Name consisting of one word only is to write it as it occurs in the Title-Page.

*Examples:—*1 HOMER. 2 KALIDASA. 3 VALMIKI.

213 One Fully Spelt-Out Word Only

213 The rendering of a Title-Page Name consisting of one and only one Fully spelt-out word, though preceded by initials, is to write the fully spelt-out word as the Entry Element and to write the expansion of the initials as the Secondary Element.

2131 Each library is to make its own Local Rule authorising the initials alone to be written as the Secondary Element, in case their expansion is beyond its means and the homonym arising, if any, can be resolved in some other convenient way.

*Example:—*RANGANATHAN (S R).

214 The Year of the Person

214 The year(s) of the person is (are) to be added as a further Individualising Element, after the Secondary Element.

It may be possible to find the year(s) from source books, such as biographical dictionaries, *Who's who*, *Who was who*, year-books, and other books. In the last resort, the year of birth can be got by writing to the person himself or his relatives, or by more involved research.

2141 Each library is to make its own Local Rule prescribing the additions of years, only in case of their being needed for the resolution of homonyms actually occurring among the names-of-persons in the Headings of the Entries.

215 Multi-Worded Name

215 For the rendering of a Title-Page Name consisting of two or more words, it should first be reduced to the Entry Name, and the Entry Element and the Secondary Element should be separated out with the aid of the Definitions and the Rules of Chapter 18—and in particular the Sections 184 and 185 and their Subdivisions. The rendering is to consist successively of

- 1 The Entry Element;
- 2 The Secondary Element; and
- 3 The Year(s) of the person.

Examples:—

2151 ONE-WORDED ENTRY ELEMENT

- 1 ADAMS (Mary) (1898).
- 2 BLACK (Newton Henry) (1874).
- 3 FOUCHER (Alfred) (1865).

2152 HYPHENATED ENTRY ELEMENT

- 1 PRINGLE-PATTISON (Andrew Seth) (1856-1931).
- 2 QUILLER-COUCH (Arthur Thomas) (1863-1944).
- 3 WATTS-DUNTON (Theodore) (1832-1914).

2153 ENTRY ELEMENT WITH CONJUNCTION

- 1 LEON Y ROMAN (Ricardo) (1877).
- 2 LEVI DELLA VIDA (Georgio) (1886).
- 3 MARTIN DU GARD (Roger) (1881).

2154 TWO-WORDED ENTRY ELEMENT
WITHOUT HYPHEN OR CONJUNCTION

- 1 BAL MAHAJAN (Gopala Krishna) (1875-1932).
- 2 KANKANI THANKI (Anant Atmaram) (1852-1922).
- 3 DAS GUPTA (Sachidulal) (1912).

2155 THREE-WORDED ENTRY ELEMENT

- 1 BASU RAY CHAUDHURI (1870-1915).
- 2 CHEN WEN MOU (1919).
- 3 DATTA RAI MAHASAI (Kumara Munindra) (1880-1942).

2156 GIVEN NAME WITHOUT ATTACHMENT
AS ENTRY ELEMENT

- 1 RADHAKRISHNAN (Sarvepalle) (1889).
- 2 RANGANATHAN (Shiyali Ramamrita) (1892).
- 3 VENKATACHALAM (Ramamurti) (1900).

2157 SINGLE-WORDED GIVEN NAME WITH IRREMOVABLE
ATTACHMENT AS SUFFIX, AS ENTRY ELEMENT

- 1 RAMASWAMI AYYAR (Chetpet Pattabhirama Ayyar) (1879).
- 2 RAMASWAMI MUDALIAR (Arcot) (1887).
- 3 RAMASWAMI RAO NAIDU (Krishna Rao Naidu) (1874-1914).
- 4 KOMAN NAYAR (Chetur) (1870-1920).
- 5 MAMAN MAPPILLAI (Panampalli) (1890-1948).
- 6 KRISHNA SHAILA (Baindur) (1885-1958).

2158 SPLIT-WORDED GIVEN NAME AS ENTRY ELEMENT

- 1 ANAND PRAKASH (1832).
- 2 RAJENDRA PRASAD (1884).
- 3 RASHIK SHAH (1900-1954).

21591 IRREMOVABLE ATTACHMENT AS A PREFIX

- 1 LAY (U) (1903).
- 2 NI NI (Daw) (1875-1930).
- 3 MOHAMMAD ZAKI (Syed) (1884-1948).

21592 NAME WITH AUXILIARY WORDS IN MIDDLE

- 1 BRINK (Jan Ten) (1834-1901).
- 2 DE LA GARDIE (Magnus Gabriel) (1622-1686).
- 3 FAILLE (Jacob Baart de la) (1795-1867).

21593 ARABIC NAMES

- 1 KASIM IBN ALI (Abu Muhammad).
- 2 MUHAMMAD IBN ALI (Abu Abdulla).
- 3 MOHAMMAD IBRAHIM (Farid al-Din Abu Hamid).

216 Nominative Case

216 A Name-of-Person in a Heading is to be rendered in the Nominative-Case-Form.

In books in Sanskrit, Russian, and other highly inflectional languages, the Title-Page-Name may occur in the instrumental-case-form. This fact makes the above Rule necessary. It will however become unnecessary if such books conform to the Standard for Author Statement in the Title-Page and particularly the Standard for the Supplement to Author Statement in the Back of the Title-Page.

CHAPTER 22

GEOGRAPHICAL NAME

221 Language

2211 The name of a Geographical Entity is to be written in the Favoured Language of the library, if it has a name in that language.

Usually continents, countries, constituent states of a large country, large cities, other large land areas, inter-state and inter-continental mountains, oceans, and large seas, bays, gulfs, straits, and rivers may have names in the Favoured Language of the library.

Examples:—

- 1 GERMANY in English; DEUTCHLAND in German.
- 2 SOUTH AMERICA in English; SUD AMERIKA in German.
- 3 SWITZERLAND in English; SCHWIEZ in German; SUISSE in French.
- 4 MUNICH in English; MUNCHEN in German.
- 5 GANGES in English; GANGA in Hindi; GANGAI in Tamil.

2212 The name of a Geographical Entity is to be written in the Language of its Locality, if it does not have a name in the Favoured Language of the library.

Usually counties, districts, and smaller areas of a country, small towns and smaller localities, and small mountains, hills and other small land areas, and rivers, lakes, etc. within a single linguistic area, may not have names in the Favoured Language of the library.

2213 The name of a Geographical Entity, to be written in the Favoured Language or in the language of the locality, is to be taken from standard gazetteers and atlases in the language concerned. Preference is to be given to official sources.

Examples:—

- 1 *Bartholomew's survey gazetteer.*
- 2 *Sixth report* (1933) of the U S Geographical Board.
- 3 *Decision* of the U S Board on Geographical Names.
- 4 The publication of the Permanent Committee on Geographical Names for British Official Use.
- 5 The publication of Canada Geographic Board.
- 6 Ritter's *Geographisch-statistisches lexikon.*
- 7 Vivien de Saint-Martin. *Nouveau dictionnaire de geographie universelle.*

222 Multi-Worded Name

2221 The words in a Multi-Worded geographical name, which has come into current use as if it were a proper name, are to be written in full.

2222 The words in a Multi-Worded geographical name are to be written in the sequence in which they occur in usage and in documents, whether the first word is a substantive, an adjective, or any other auxiliary word, or a generic word that denotes the class of geographical entities to which the entity belongs, or a specific word that individualises it.

Examples:—

- 1 FRANKFURT ON MAIN.
- 2 FAR EAST.
- 3 LAKE PLACID; and not PLACID, LAKE.
- 4 NEW DELHI; and not DELHI, NEW.

- 5 BAD-EILSEN; and not EILSEN, BAD.
- 6 BAY OF BENGAL; and not BENGAL, BAY OF.
- 7 CITTA SANT' ANGELO; and not either ANGELO, CITTA SANT' or SANT' ANGELO, CITTA.
- 8 MOUNT EVEREST; and not EVEREST, MOUNT.
- 9 RIO DE JANEIRO; and not JANEIRO, RIO DE.

2223 If the name of a geographical entity begins with an Article as if it were inseparable from the word following it, the Article is to be retained.

Examples:—

- 1 THE HAGUE; and not either HAGUE, or HAGUE, THE.
- 2 LE MANS; and not either MANS or MANS, LE.
- 3 LA PLATA; and not either PLATA or PLATA, LA.

223 Homonym

Areas Outside One Another

2231 If two or more Geographical Entities

- 1 have the same name, and
- 2 lie in different countries,

the Individualising Element for resolving the Homonym is to be the name of the Country in which it lies, except that it may be omitted if it is the Country of the Library.

Examples:—

UXBRIDGE; and
UXBRIDGE (United States of America);
respectively in a British Library.

2232 If two or more Geographical Entities

- 1 have the same name, and
- 2 lie within the same country, but
- 3 lie outside one another,

the Individualising Element for resolving the Homonym is to be the name of the Largest Geographical Area, among the Areas of the constituent states, countries, districts, taluks, etc. containing the Geographical Entity and sufficient to individualise it.

Examples:—

1 SATTANUR (Kumbakonam).

SATTANUR (Tanjavur).

Here Kumbakonam and Tanjavur are Taluks.

2 TIRUVALANGADU (Chingleput).

TIRUVALANGADU (Tanjavur).

Here Chingleput and Tanjavur are Districts.

3 SALEM (India).

SALEM (New Jersey).

SALEM (Ohio).

SALEM (Oregon).

SALEM (Virginia).

The second word in each of the last four is the name of a constituent state of the United States of America.

224 Homonym

Area Within Area

2241 If two or more Geographical Entities

1 have the same name, and

2 lie one within another in succession,

the Individualising Element for resolving the Homonym is to be the name of the state, district, county, taluk, city, borough, town, village, etc., as the case may be, except that it is to be omitted if it is the name of the largest of the above mentioned areas among those needed for resolving the homonym.

Examples:—

- 1 MYSORE.
MYSORE (District).
MYSORE (Taluk).
MYSORE (City).

Here, the first denotes the Mysore state.

- 2 TANJAVUR.
TANJAVUR (Taluk).
TANJAVUR (Town).

Here the first denotes the Tanjavur District.

- 3 KUMBAKONAM.
KUMBAKONAM (Town).

Here the first denotes the Kumbakonam Taluk.

2242 If the application of two of the Rules 2231, 2232, and 2241 is necessary for resolving the homonym, the Individualising Element prescribed by Rule 2241 is to be the second of the Individualising Elements.

*Example:—*CAMBRIDGE (Great Britain) (City).

225 Alternative Names in Subject Headings

2251 If a geographical entity has two or more names and if one of them has been recognised as the Standard Name in the source materials, the Standard Name is to be used in a Subject Heading.

Example: India has the alternative name "Bharat", according to the Constitution Act. But, "India" is now being recognised as the Standard Name in most of the publications and in the *Gazetteer*. Therefore "INDIA" should be written in any subject Heading or any Specific Book Heading. "BHARAT" is to be used as Heading only in a Cross Reference Index Entry. It may be stated that in an Author Heading, the Canon of Ascertainability is to determine the name.

2252 If a Geographical Entity has two or more names and if all of them are equally current in the title-pages of documents, each library should, by convention, use one of these names as the Standard Name.

Examples:—The Madras University Library uses "GREAT BRITAIN" as the Standard Name and uses "UNITED KINGDOM" as the Heading for a Cross Reference Index Entry only.

2253 If a Geographical Entity has had different names at different times, the name current at the time of cataloguing is to be used in a Subject Heading.

It may be mentioned that the headings in the documents catalogued earlier need not be changed. This is to satisfy the Canon of Permanence. Cross Reference Index Entry is to be given for each of the other names used in the catalogue entries made earlier, in order to satisfy the Canon of Currency. It may be stated that in an Author Heading, the Canon of Ascertainability is to determine the name.

CHAPTER 23

GOVERNMENT

Whole Government

231 If the Corporate Body is a Government as a whole, its name is to be the name of its Territory.

Examples:—

1 INDIA—is the rendering of “Government of India”.

2 MYSORE—is the rendering of the “Government of the constituent state Mysore” in India.

3 MYSORE (District)—is the rendering of the “District Board of Mysore District”.

4 MYSORE (Taluk)—is the rendering of the “Local Body or the Taluk Board of Mysore Taluk”.

5 MYSORE (City)—is the rendering of the “Local Body of the City of Mysore,” that is of the “Mysore Municipality”.

The Name of government is thus established artificially by a Catalogue Code. In the document itself, it may occur in a form such as “Government of India”.

Organ of Government

232 If the Corporate Body is an Organ of a Government, a Multiple Corporate Heading is to be used.

(See Rule 1757).

233 The First Heading in the rendering of the name of an Organ of a Government is to be the name of the Government as a whole as prescribed in Rule 231.

Constitutional Organ

234 The rendering of the name of a Constitutional Organ, of a Government, used as Second Heading, is to be the name of the Organ as it is current in the language of the library, and otherwise in the language of the territory concerned.

Examples:—

Executive

- 1 CHINA, EXECUTIVE YUAN.
- 2 FRANCE, MINISTRY.
- 3 GREAT BRITAIN, CABINET.
- 4 HYDERABAD, EXECUTIVE COUNCIL.
This was before 1948.
- 5 INDIA, CABINET.
This is from 1948.
- 6 INDIA, EXECUTIVE COUNCIL.
This was before 1948.
- 7 MADRAS, COUNCIL OF MINISTERS.
- 8 MYSORE, COUNCIL.
This was before 1948.
- 9 MYSORE, COUNCIL OF MINISTERS.
This is from 1949.
- 10 NORWAY, COUNCIL OF STATE.
- 11 UNION OF SOVIET SOCIALIST REPUBLICS, UNITED COUNCIL.
OF PEOPLE'S COMMISSERIES.
- 12 UNITED STATES OF AMERICA, CABINET.

Legislature

- 1 FRANCE, CHAMBER OF DEPUTIES.
- 2 FRANCE, SENATE.
- 3 INDIA, RAJYA SABHA.
- 4 INDIA, LOK SABHA.
This is from 1949.
- 5 INDIA, LEGISLATIVE ASSEMBLY.
This was before 1948.
- 6 MADRAS, LEGISLATIVE ASSEMBLY..

- 7 MADRAS, LEGISLATIVE COUNCIL.
- 8 MADRAS (City), COUNCIL.
- 9 NORWAY, STORTING.
- 10 TANJAVUR, DISTRICT BOARD.
- 11 TANJAVUR (Taluk), TALUK BOARD.
- 12 TANJAVUR (Town), MUNICIPAL COUNCIL.
- 13 UNITED STATES OF AMERICA, CONGRESS.
- 14 UNITED STATES OF AMERICA, HOUSE OF REPRESENTATIVES.
- 15 UNITED STATES OF AMERICA, SENATE.

Judiciary

- 1 GREAT BRITAIN, CENTRAL CRIMINAL COURT.
 - 2 GREAT BRITAIN, COURT OF APPEAL.
 - 3 INDIA, FEDERAL COURT.
- This was before 1950.
- 4 INDIA, SUPREME COURT.
- This is from 1949.
- 5 JAPAN, COURT OF ADMINISTRATIVE LITIGATION.
 - 6 MADRAS, HIGH COURT.
 - 7 UNITED STATES OF AMERICA, COURT OF CLAIMS.

Usually an Organ of the First Remove has a name of its own in the language of the country. It is almost a proper name. Therefore, that name is to be used in the Heading. This is to satisfy the Canon of Ascertainability. However an Organ of the First Remove may be denoted by a standard term in the language of the library. It is likely to be sought by a reader of the library under this standard term. To satisfy the Canon of Sought Heading, the claim of the standard term has also to be considered. This claim is to be provided for by linking them up by a Cross Reference Index Entry.

Head of the Government

2341 The rendering, of the name of the Head of a Government, used as second Heading, is to be provided with the name of the occupant of that office as an Individualising Term.

As a Corporate Body, the Head of a Government is more or less immortal, therefore the number of documents claiming its name as second Heading will be ever-increasing and will be large. Therefore, a good deal of its potency will overflow into the Title Section. But the Canon of Prepotence would like minimising such an overflow. This Rule prescribes a means of arresting this overflow.

The Canon of Sought Heading may also welcome this prescription by the Canon of Prepotence. For the Individualising Element may have to be used as the Heading for a Cross Reference Index Entry, in order to satisfy the Canon of Sought Heading.

Examples:—

- 1 GREAT BRITAIN, CROWN (Elizabeth).
 - 2 GREAT BRITAIN, CROWN (George V).
 - 3 INDIA, GOVERNOR GENERAL (Rajagopalachari).
 - 4 INDIA, VICEROY AND GOVERNOR GENERAL (Hardinge).
 - 5 INDIA, PRESIDENT (Rajendra Prasad).
 - 6 JAPAN, EMPEROR (Hirohito).
 - 7 MADRAS (City), MAYOR (Muthia Chetty).
 - 8 MADRAS (City), MAYOR (Satyamurthy).
 - 9 MADRAS, GOVERNOR (Sriprakash).
 - 10 MYSORE, GOVERNOR (Krishna Raja Wodeyer).
- This is after 1957.
- 11 MYSORE, MAHARAJA (Krishna Raja Wodeyer).
- This was before 1948.
- 12 MYSORE, RAJAPRAMUKH (Krishna Raja Wodeyer).
- This was between 1948-1957.
- 13 RUSSIA, TSAR (Alexander III).
 - 14 UNITED STATES OF AMERICA, PRESIDENT (Wilson).
 - 15 UNION OF SOVIET SOCIALIST REPUBLICS, PRESIDENT (Stalin).

It must be remembered that this kind of Corporate Heading is to be used only in the case of official publications such as messages, proclamations, despatches, ordinances and so on, emanating from the Head of the Government. This kind of Heading is not applicable to works written by a king, a president, etc. in

his private capacity. For example, in the case of the *War message* read by President Wilson before a joint session of the Senate and the House of Representatives on 2 April 1917, the Heading is to be

UNITED STATES OF AMERICA, PRESIDENT (Wilson).

But, in the case of the book *George Washington* written by Woodrow Wilson, the Heading is to be simply

WILSON (Woodrow).

See Section 142.

Subordinate Court of Law

235 If two or more Courts of Law of the same Government have similar names, the Individualising Element for resolving the Homonym is to be in sequence of preference, a term denoting either

- 1 The Area of Jurisdiction; or
- 2 The Headquarters; or
- 3 Any other necessary and sufficient attribute.

Examples:—

- 1 GREAT BRITAIN, COUNTY COURT (Yorkshire).
- 2 MADRAS, DISTRICT COURT (Coimbatore).
- 3 MADRAS, DISTRICT COURT (Salem).
- 4 MADRAS, DISTRICT MAGISTRATE'S COURT (Salem).
- 5 MADRAS, DISTRICT MUNSIF'S COURT (Salem) (Taluk).
- 6 MADRAS, HONORARY MAGISTRATE'S COURT (Kumbakonam) (Town).
- 7 MADRAS, HONORARY MAGISTRATE'S COURT (Salem) (Town).
- 8 UNITED STATES OF AMERICA, CIRCUIT COURT OF APPEALS, (Third Circuit).
- 9 UNITED STATES OF AMERICA, DISTRICT COURT (Alaska).

Administrative Department

236 The Entry Element in the name of an Administrative Department of a Government is to be the Word or the Word-Group denoting its sphere of Work.

23601 It should if possible be reduced to a noun form in the nominative case.

23602 The other words in the name of the Administrative Department are to be deemed to be **Secondary Element**.

23603 If the Entry Element had occurred in any position other than the first in the name of the Administrative Department, its place should be indicated by a dash among the words of the Secondary Element.

Examples:—

- 1 GREAT BRITAIN, EDUCATION (Ministry of—).
- 2 GREAT BRITAIN, SCOTTISH EDUCATION (Department).
- 3 INDIA, FINANCE (Ministry of—).
- 4 INDIA, LABOUR AND EMPLOYMENT (Ministry of—).
- 5 MADRAS, INSTRUCTION (Department of Public—).
- 6 MADRAS (City) EDUCATION (Department of—).
- 7 NEW YORK, EXCISE (Department of—).
- 8 NEW YORK, County, EXCISE (Department of—).
- 9 UNITED STATES OF AMERICA, EDUCATION (Bureau of—).

2361 If an Administrative Department of a Government has no special name the Designation of its Officer is to be used as its name.

See examples 1, 2, and 3 under Rule 2362.

2362 If two or more Administrative Departments of the same Government have similar names, the Individualising Element for resolving the Homonym, is to be an appropriate term denoting either

- 1 Its area of jurisdiction; or
- 2 Its function; or
- 3 Its headquarters; or
- 4 Any other necessary and sufficient attribute.

Examples:—

- 1 CANADA, FUEL CONTROLLER.
- 2 GREAT BRITAIN, AGENT AND CONSUL-GENERAL (Cairo).
- 3 ILLINOIS, ENTOMOLOGIST (State—).
- 4 INDIA, ARCHAEOLOGY (Department of—) (Northern Circle).
- 5 INDIA, ARCHAEOLOGY (Department of—) (Southern Circle).
- 6 MADRAS, EDUCATION (District—Officer) (Salem).
- 7 MADRAS, EDUCATION (District—Officer) (Tanjavur).
- 8 MADRAS, GIRLS' SCHOOLS (Inspectress of—) (Fourth Circle.)
- 9 MADRAS, GIRLS' SCHOOLS (Inspectress of—) (First Circle).
- 10 MADRAS, INSTRUCTION (Deputy Director of—) (Elementary Education).
- 11 MADRAS, INSTRUCTION (Deputy Director of—) (Finance).
- 12 UNITED STATES OF AMERICA, NATIONAL RESOURCES PLANNING (Board) (Region 8).

2363 If the Administrative Department is an Organ of Second or Later Remove and if its name is not individualising or if a Homonym cannot be resolved without the addition of the name(s) of the Organ(s) of Earlier Remove in its hierarchy, such name(s) is (are) to be interpolated as Subheading(s) between the name of the Government as a whole and of the name of the Administrative Department in question.

The minimum number of such subheadings is to be interpolated. If the number of such Subheadings is two or more, they should be inserted in their descending hierarchical sequence.

Examples:—

- 1 MANCHURIA, FINANCE (Department of—), GENERAL AFFAIRS (Bureau of—).
- 2 MANCHURIA, INDUSTRY (Department of—), GENERAL AFFAIRS (Bureau of—).

- 3 MADRAS, LEGISLATIVE ASSEMBLY, PUBLIC ACCOUNTS (Committee).
- 4 UNITED STATES OF AMERICA, INTERSTATES COMMERCE (Commission), ACCOUNTS (Bureau of—).
- 5 UNITED STATES OF AMERICA, TREASURY (Department), ACCOUNTS (Bureau of—).

Temporary Organ

237 The Year of Formation is to be added as an Individualising Element to the name of a Temporary Organ of a Government.

Examples:—

- 1 INDIA, INDIAN CENTRAL BANKING ENQUIRY (Committee) (1929).
- 2 INDIA, MADRAS PROVINCIAL BANKING ENQUIRY (Committee) (1929).
- 3 MADRAS, LEGISLATIVE ASSEMBLY, PUBLIC LIBRARIES BILL (Select Committee on—) (1948).

238 In the case of a Common Organ set up jointly by two or more Governments, its name is to be preceded by the names of the Governments setting it up; and a conjunction is to connect them.

Examples:—

- 1 UNITED STATES AND GERMANY, CLAIMS (Mixed—Commission).
- 2 INDIA, LOK SABHA AND RAJYA SABHA, NATIONAL BANK BILL (Joint Committee on—).

CHAPTER 24

INSTITUTION

241 The name to be used in rendering the name of an Institution is to be the one in the shortest form found in the

- 1 Title-page; or
- 2 Half-title page; or
- 3 Any other part of the document.

2411 If the name of an Institution occurs in two or more languages, the name in the language occurring earliest in the scale of languages of the library is to be used for rendering.

2412 In rendering the name of an Institution, the initial article is to be omitted.

2413 In rendering the name of an Institution, every honorific word, not forming an inseparable part of the name, is to be omitted, if found either at the beginning or at the end, or in any other position in the name.

Examples:—

- 1 ACCADEMIA NAZIONALE DEI LINCEI.

“Reale” at the beginning of the name of this Institution is omitted as it is a separable honorific word.

- 2 ANDHRA UNIVERSITY.
- 3 ASIATIC SOCIETY OF BENGAL.
- 4 BODLEIAN LIBRARY.

- 5 CAMBRIDGE PHILOSOPHICAL SOCIETY.
- 6 CARNEGIE INSTITUTION OF WASHINGTON.
- 7 CHURCH OF ENGLAND.
- 8 INDIAN MATHEMATICAL SOCIETY.
- 9 INTERNATIONAL MARITIME ASSOCIATION.
- 10 JOHNS HOPKINS UNIVERSITY.
- 11 MADRAS CHRISTIAN COLLEGE.
- 12 MADRAS MAHAJAN SABHA.
- 13 MOUNT WILSON OBSERVATORY.
- 14 RAMANUJAN MEMORIAL COMMITTEE.
- 15 ROYAL SOCIETY OF LONDON.

“Royal” is retained as it is inseparable from the name of the Institution.

- 16 SARASWATI MAHAL LIBRARY.
- 17 SRINIVASA SASTRI ENTERTAINMENT COMMITTEE.
- 18 UNIVERSITY OF MADRAS.

2414 In rendering the name of an Institution, beginning with the name of a person which carries an Initial Term denoting a title of honour or distinction, or profession, that Initial Term is to be omitted.

Examples:—

- 1 BAKER GUIDANCE CENTRE, *and not* JUDGE BAKER GUIDANCE CENTRE.
- 2 HEBER COLLEGE, *and not* BISHOP HEBER COLLEGE.
- 3 HERZL ZION CLUB, *and not* DE HERZL ZION CLUB.
- 4 SRINIVASA SASTRI ENTERTAINMENT COMMITTEE, *and not* RT HON'BLE SRINIVASA SASTRI ENTERTAINMENT COMMITTEE.
- 5 WALTER RALEIGH MONUMENT ASSOCIATION *and not* SIR WALTER RALEIGH MONUMENT ASSOCIATION.

A reader, who remembers the name including the omitted initial epithet, knows the Substantive Word coming after it and prescribed as the Entry Word. But every reader who knows this

Entry Word may not remember the omitted initial epithet. In course of time, the initial epithet has a great chance to fade out of memory. Therefore, both classes of readers will be able to locate their sought headings—the latter in the first attempt and the former in the second attempt—if the name is rendered according to this Rule.

It may not even be necessary to use the former as the Heading for a Cross Reference Index Entry, though it is not prohibited.

2415 In rendering the name of an Institution beginning with a Numeral Figure, the Numeral is to be spelt out in the Language of the rest of the words in the name of the Institution.

Example:—

TWENTY-EIGHTH JANUARY 1948 MEMORIAL SOCIETY, *and not*
28 JANUARY 1948 MEMORIAL SOCIETY.

2416 In rendering the name of an Institution, in whose name trivial Variants occur in different documents, the Uniformised Name is to be used.

See Rule 1157 for analogy.

242 If the bare name of an Institution does not individualise it, the Individualising Element to be used for resolving the Homonym is to be the term denoting its

- 1 Place, if it is a localised Institution;
- 2 Country, if it has a national status;
- 3 Constituent state, county, district, taluk, etc. if it is a State, County, District, Taluk, etc., Institution; and
- 4 Headquarters, if it cannot be individualised conveniently by any of the terms mentioned in 1, 2, and 3 above.

Examples:—

- 1 GREAT WESTERN RAILWAY (Great Britain).
- 2 GREAT WESTERN RAILWAY (United States).
- 3 LABOUR PARTY (Canada).
- 4 LABOUR PARTY (Great Britain).
- 5 NATIONAL RESEARCH COUNCIL (Canada).
- 6 NATIONAL RESEARCH COUNCIL (Japan).
- 7 LANDHOLDERS' ASSOCIATION (Madras).
- 8 LANDHOLDERS' ASSOCIATION (Tanjavur).
- 9 LANDHOLDERS' ASSOCIATION (Tanjavur) (Taluk).
- 10 PROVINCIAL CONGRESS COMMITTEE (Bombay).
- 11 PROVINCIAL CONGRESS COMMITTEE (Madras).
- 12 TEACHERS' GUILD (Salem).
- 13 TEACHERS' GUILD (Tanjavur).
- 14 GENERAL POST OFFICE (Bombay).
- 15 GENERAL POST OFFICE (Calcutta).
- 16 GENERAL POST OFFICE (London).
- 17 HINDU HIGH SCHOOL (Sirkali).
- 18 HINDU HIGH SCHOOL (Triplicane).
- 19 LINNEAN SOCIETY (London).
- 20 LINNEAN SOCIETY (New South Wales).
- 21 LINNEAN SOCIETY (New York).
- 22 STATE BANK OF INDIA (Madras) (City).
- 23 STATE BANK OF INDIA (Salem) (Town).
- 24 STATE BANK OF INDIA (Tanjavur) (Town).

The Rule prescribes the name of the place as an Individualising Element only and not as the Entry Word for resolving the Homonym, even in the case of recurring institutional names such as Post Office and State Bank of India, because the Name of a Place has been prescribed as the Heading for the Government of the place. The Homonym caused by the use of the same Geographical Name as the Entry Element or First Heading for Government as well as an Institution will be one made by the Catalogue Code itself. The drafting of a Catalogue Code should not thus create Homonyms on its own initiative.

2421 If the Individualising Element prescribed in Rule 242 and/or the presence of the name of a place or of a person as an integral part of the name of the Institution does not completely resolve the Homonym, the Year of Foundation of the Institution is to be used as a Second Individualising Element.

Examples:—

- 1 CINCINNATI MEDICAL SOCIETY (1819).
- 2 CINCINNATI MEDICAL SOCIETY (1837).
- 3 CINCINNATI MEDICAL SOCIETY (1851).
- 4 STATE AGRICULTURAL SOCIETY (South Carolina) (1839).
- 5 STATE AGRICULTURAL SOCIETY (South Carolina) (1855).

243 The Rendering of the name of an Organ of an Institution is to be made on the analogy of the Rules 232 to 237.

244 The summary in Sections 146 will be of use in determining whether the name of an Institution is to be rendered as if it were an Organ of a Parent Body or as an Independent Corporate Body. That summary covers Institutions related to other Corporated Bodies as Affiliated, or Branch or in any other way.

245 Change in the name of an Institution is looked after by the Canon of Ascertainability and the Rules on Cross Reference Index Entry.

CHAPTER 25.

CONFERENCE

251 The rendering of the name of a Conference is to be on the analogy of the Rules of Chapter 24 and in accordance with the following additional Rules.

252 The name(s) of the place(s) of a Conference and its year are to be added as Individualising Elements to the name of a Conference which is not held periodically.

A periodical conference is to be catalogued in accordance with the Rules for a Periodical Publication given in Part 7.

Examples:—

- 1 BESANT MEMORIAL MEETING (Madras) (1933).
- 2 CONFERENCE OF ORIENTALISTS (Simla) (1911).
- 3 INTERNATIONAL PEACE CONFERENCE (The Hague) (1899).
- 4 POLITICAL SUFFERER'S CONFERENCE (Gauhati) (1933).
- 5 TAMIL BOOK-LOVERS CONFERENCE (Madras) (1933).

253 The name of the place of a Diplomatic Conference is to be prefixed to the name of the Conference not held periodically, so as to form a word-group, if it is not already in the name of the Conference; and the year(s) of the Conference is (are) to be added as Individualising Element.

Examples:—

- 1 GENEVA SUMMIT CONFERENCE (1956).
- 2 PARIS PEACE CONFERENCE (1919).
- 3 VIENNA CONGRESS (1814-1815).

The name of the place has to be made part of the word-group, since it would mean the Government of the Place if it is made an independent Main Heading and thus a Homonym will be created by cataloguing convention itself.

254 The name of a Conference without a Specific Name and not held periodically is to be made of the name of the Class of Persons meeting together as Conference, such as Citizens, Indian Residents, Ladies, Merchants, and Musicians.

2541 The name of the place of Meeting is to be added as Individualising Element to the name of a Conference rendered as specified in Rule 254.

2542 If two or more names rendered as specified in Rules 254 and 2541 are the same, the Year or the Year along with the Month or the Date of the Conference is to be added as a Second Individualising Element.

Examples:—

- 1 CITIZENS (Madras).
- 2 INDIAN RESIDENTS (Cape Town) (1948).
- 3 INDIAN RESIDENTS (Cape Town) (1958).

Organ Conference

255 If a Conference is the Organ of another Corporate Body, it is to be given a Multiple Corporate Heading (see Rule 1757).

2551 The Heading in which the name of the Conference is rendered is to be preceded by the Heading(s) specifying its Parent Body which may itself be an Organ.

2552 If the Parent Body of an Organ Conference consists jointly of two or more Corporate Bodies, the

name of each Parent Body is to precede the name of the Conference. The names of the Parent Bodies are to be connected by a conjunction.

Examples:—

- 1 MADRAS, COLLECTOR'S CONFERENCE, (Ootacamund) (1918).
- 2 MADRAS, INSTRUCTION (Department of Public—), EDUCATIONAL OFFICER'S CONFERENCE (Madras) (1929).
- 3 MADRAS, CHIEF ENGINEER, AND MYSORE, CHIEF ENGINEER, PALAR RIVER CONFERENCE (Mysore) (1956).

CHAPTER 26

TITLE

260 The Title has to be rendered compulsorily in the

- 1 Title Section of the Main Entry (See Rule 163);
- 2 Second Section of the Book Index Entry (See Rule 1692);
- 3 Heading of the Title Index Entry;
- 4 Referred-to-Section of a Cross Reference Entry (See Rule 1632); and
- 5 Heading of the Main Entry if neither the name of the Author nor any other Substitute for it is available for use as its Heading.

The rendering of a title will be the same in cases 1 and 5. It will be the same in cases 2, 3 and 4, but shorter than the former whenever warranted.

2601 The Language in which the Title is to be rendered is to be decided in accordance with the Rules of Chap 5.

261 In rendering the title in the Title Section or in the Heading of a Main Entry, the initial article and honorifics are to be omitted; and the remaining words are to be written in the sequence in which they occur in the Title-Page.

Examples:—

1. BHAGAVATAM, and not SRIMAD BHAGAVATAM, as “Srimad” is an honorific.
2. BIBLE, and not either THE BIBLE or THE HOLY BIBLE or HOLY BIBLE, as “Holy” is an honorific and “The” is an article.
3. LIFE OF Samuel Johnson and not THE LIFE OF Samuel Johnson.

2611 When the Title occurs in the Heading, the First two Words are to be deemed to form the Entry Element.

See the examples under Rule 263.

262 In rendering the Title in the Title Section or in the Heading of a Main Entry, **Puff**, if any, at the middle or at the end of the Title, is to be omitted and is to be replaced by three dots if in the middle and by “etc” if in the end.

Examples:—

In the following titles, the words shown within circular brackets may be conveniently replaced by “. . .” or by “etc.”, as the case may be, and the portion italicised is to be ignored altogether, as it designates the author of the document and, as such, contributes to the Heading:

1 “The Travels of *Sig Pietro della Valle*, a noble Roman into East-India and Arabia Deserta. (In which, the several countries, together with the customs, manners, traffique, and rites both religious and civil, of those oriental princes and nations, are faithfully described:) in familiar letters to his friend Signior Mario Schipano.”

2 “The life of Samuel Johnson, (LL.D., comprehending an account of his studies and numerous works, in chronological order: a series of his epistolary correspondence and conversations with many eminent persons; and various original pieces of his

composition, never before published; the whole exhibiting a view of literature and literary men in Great Britain for near half a century, during which he flourished) *by James Boswell, Esq.*"

3 "In Ashanti and beyond (the record of a resident magistrate's many years in tropical Africa, his arduous and dangerous treks both in the course of his duty and in pursuit of big game, with descriptions of the people, their manner of living and the wonderful ways of beasts and insects) *by A. W. Cardinall, F.R.G.S. F.R.A.I., District Commissioner, Gold Coast; author of "Natives Northern Territories of the Gold Coast", etc. (with illustrations and maps).*

Such verbose titles are nowadays going out of fashion. The Main Entries of these books are to be as shown hereunder:

18 U8.4.K3 K64

VALLE (Pietro della) (1586).

Travels into East India and Arabia Deserta . . . in familiar letters to his friend Signior Mario Schipano.

5705

19 O.6L09w M87

BOSWELL (James) (1740).

Life of Samuel Johnson etc.

3314

20 U8.655.N3 N27

CARDINALL (Allan Wolsey) (1887).

In Ashanti and beyond etc.

45315

As Cutter puts it, "Many a little a yard long does not convey as much meaning as two well-chosen words." That is the import of Rule 262.

2621 ABBREVIATION NOT A LICENCE

This is not to be interpreted, however, as giving the cataloguer a licence to show scant courtesy to the title. It must be remembered that the title is the name of the book and "should not be changed but by act of legislature" as Cutter puts it in his inimitable way. "Our necessities oblige us to abbreviate it, but nothing obliges us to make additions to it or to change it without giving notice to the reader that we have done so."

2622 ART OF ABBREVIATION

The art of abbreviation and addition is a matter of skill and experience. No cut and dry instruction can be given. The utmost a beginner may be told by word of mouth is put pithily by Cutter: "Omit puffs¹ and many *descriptive words* which are implied either by the rest of the title² or by the custom of books of the class under treatment³, and those descriptive phrases which, though they add to the significance of the title, do not give enough information to pay for their retention⁴. Omit all other unnecessary words" (55).

1 Ex. A (plain) treatise on; an (exact and full) account.

2 In "compendious pocket dictionary", either compendious or pocket is superfluous.

3 Ex. Nekrolog, 1790-1800 (enthaltend Nachrichten von dem Leben merkwürdiger in diesem Jahre verstorbenen Personen).

4 "By an American not by birth but by the love of liberty".

It may be stated explicitly that the omission of the name of the author or authors or of the imprint or of the name of series or of the printer's devices, or of the mottoes or of the quotations, if any, need not be indicated as provided in this Rule as these do not form part of the title of the book.

263 In rendering the Title in the Second Section or in the Heading of a Book Index Entry or in the Referred-to-Section of a Cross Reference Entry, the Short Title is to be used; and the words in it are to be written in the sequence in which they occur in the Title-Page.

Examples:—

For the three titles given as examples in Rule 262, the rendering of the Title in the Heading Section of any Book Index Entry is to be respectively:

1. TRAVELS IN East India and Arabia Deserta.
2. LIFE OF Samuel Johnson.
3. IN ASHANTI and beyond.

In the Second Section of a Book Index Entry, the first two words will not be in block letters.

2 In the Second Section of a Book Index Entry and the Referred-to-Section of a Cross Reference Entry, the rendering of the title,

“Some aspects of literary criticism in Sanskrit or the theories of Rasa and Dhvani”

should be as follows:

“Some aspects of literary criticism in Sanskrit.”

3 In the Second Section of a Book Index Entry and the Referred-to-Section of a Cross Reference Entry, the rendering of the title,

“William Shakespeare: A study of facts and problems”

should be as follows:

William Shakespeare.

If the book is to be given a Title Entry, its Heading is to be

WILLIAM SHAKESPEARE.

264 If the Title-Page of a book does not mention the Title, or if any addition is to be made to make the Title intelligible, the Title or the Words to be so added are to be supplied by the cataloguer and enclosed in square brackets.

Example:—

One of the volumes in the ‘Mermaid series’ gives only the following information on its title page:

“Thomas Otway with an introduction, notes,/by/the Hon, Roden Noel”

In this case, the Main Entry has to be as follows, but for the note portion.

21 O,2K52x M88

OTWAY (Thomas) (1652).

[Best plays] ed by Roden Noel.

2792

265 If two or more Book Index Entries have the same Title as Heading, the Homonym is automatically resolved by the Second Section in most cases.

2651 If two or more Book Index Entries have the same Title as Heading and if the Homonym is not resolved by the Second Section, the Individualising Element for resolving the Homonym is to be in the sequence of preference, the

- 1 Author, if the name of the author is known;
- 2 Year of its first publication, if the year is known;
- 3 Name of the version;
- 4 Class to which it belongs, the class being of sufficient degree of intension to resolve the Homonym, if 1 or 2 is not applicable.

Example:—

GENESIS (Anglo-Saxon poem).

GENESIS (Middle High German poem).

GENESIS (Old Saxon poem).

266 If the title page contains two or more alternative titles, they are all to be given in the title portion of the Main Entry, connected by the word "or" or by the symbol ":" or in any other suitable manner.

Example:—

22 Ev1.N3 N28

JONES (T W) (1898).

Hermes or the future of chemistry.

51070

CHAPTER 27

SERIES

270 The Name of a Series may have to be rendered in the

1 Note Section of a Main Entry (See Rule 164)
and

2 Heading of a Book Index Entry.

271 If the Name of a Series occurs in Variant Forms in several pages of a book or in several books of the Series, that which gives the maximum information in the shortest form is to be used as the **Uniformised Name** for rendering.

272 If the Name of a Series does not occur anywhere in a book, but occurs in some other book of the Series, it is to be taken from that book.

This Rule amounts to a deliberate deviation from the Canon of Ascertainability.

Example:—

The volume "Library movement" was published by the Madras Library Association in 1929. It did not mention the name of any Series. But in the second volume, "Five laws of library science" published by the same Association, the half-title page mentioned the name "publication series" and gave these two titles the serial numbers 1 and 2 respectively.

273 In rendering the Name of a Series in the Note Section or in the Heading, the initial article and

honorific words, if any, are to be omitted; and the remaining words are to be written in the sequence in which they occur in the document.

274 If the Name of the Series is not individualising—for example, English series, Publication series, Translation series—its name is to be preceded by the name of an Individualising Entity with which it is associated—such as publisher, sponsor, university;

2741 The name of the Entity used as the Individualising Entity is to be rendered as prescribed by the Rules for the Entities of its kind.

Examples:—

- 1 Broadway oriental library.
- 2 Cambridge tracts in mathematics and mathematical physics.
- 3 Sammlung Schubert.
- 4 Wiley farm series.
- 5 Wiley social science series.
- 6 Madras Library Association, bibliographical series.
- 7 Madras Library Association, legislative series.
- 8 Madras Library Association, publication series.
- 9 Patna University, readership lectures.
- 10 Ranganathan series in library Science.
- 11 University of Chicago, supplementary educational monographs.
- 12 University of Delhi, library science series.
- 13 University of Illinois, studies in language and literature.
- 14 Bombay, Agriculture (Department of—), Bulletin.
- 15 Institute for Medical Research (Federated Malay States), bulletin.

In the example 14, the sponsor of the series is an Administrative Department of a Government. Its name has been rendered as prescribed in Chapter 23.

In the example 15, the sponsor of the series is an Institution. Its name has been rendered as prescribed in Chapter 24.

2742 If the Entity used for Individualising a Series is the Author of the Book, the name of the Individualising Entity is to be replaced by the term '*Its*' '*His*' or '*Her*' in italics, in the Series Note of the Main Entry and in the Second Section of the Series Entry.

Example:—

23 L:42:2:(G91) c1N56

MEDICAL RESEARCH COUNCIL (Great Britain).

National Collection of Type Cultures catalogue of species. Rev ed.
(*Its* memoranda, 35)

200375

24 MEDICAL RESEARCH COUNCIL (Great Britain), MEMORANDA.

35 *Its* National Collection of Type Cultures. L:42:2:(G91) c1N56

275 If the Name of a Series consists of two distinct parts—*viz* those denoting a Major Series and a Minor Series respectively and if the name of the Minor Series is not sufficient to individualise it, the rendering is to consist successively of the Name of the Major Series, a comma, and the Name of the Minor series.

276 If two or more series have the same proper name, a suitable Individualising Element is to be used for resolving the Homonym;

Examples:—

1 Gifford Lectures (University of Edinburgh).

2 Gifford Lectures (University of St Andrews).

CHAPTER 28

PSEUDO SERIES

280 The name of a Pseudo Series may have to be rendered in the

- 1 Note Section of a Main Entry;
- 2 Heading of a Book Index Entry.

The name of a Pseudo Series will not be given by the publisher, as in the case of a regular publisher's series. But, it has to be established artificially by a Catalogue Code. In this, it resembles the name of a Government (*See* Rule 231).

Edition with Distinctive Name

281 The rendering of the Name of a Pseudo Series of Kind 1 (*See* Rule 1352) is to consist successively of

- 1 Name of the Author, rendered as prescribed in Chap 21;
- 2 Comma;
- 3 Generic Title "Works";
- 4 Comma; and
- 5 Name of the Edition in Sense 2 (*See* Rule 1342).

Examples:—

- 1 SANKARA, WORKS, MEMORIAL EDITION.
- 2 SHAKESPEARE (William), WORKS, VARIORUM EDITION.
- 3 TOLSTOY (Leo), WORKS, CENTENARY EDITION.

One Author and a Common Generic Title

282 The rendering of the Name of a Pseudo Series of Kind 2 (See Rule 1353) is to consist successively of

- 1 Name of the Author, rendered as prescribed in Chap 21;
- 2 Comma;
- 3 Common Generic Title; and
- 4 Name(s) of Collaborator(s), if any, preceded by the word(s) describing the role(s) of the collaborator(s).

Examples:—

- 1 GRIMSEHL (E), TEXTBOOK OF PHYSICS, ed by R Tomaschek.
- 2 HERTZLER (Arthur E), MONOGRAPHS ON SURGICAL PATHOLOGY.

Different Authors and a Common Generic Title

283 The rendering of the Name of a Pseudo Series of Kind 3 (See Rule 1354) is to consist successively of

- 1 Common Generic Title; and
- 2 Name(s) of Collaborator(s) if any, preceded by the word(s) describing the role(s) of the collaborator(s).

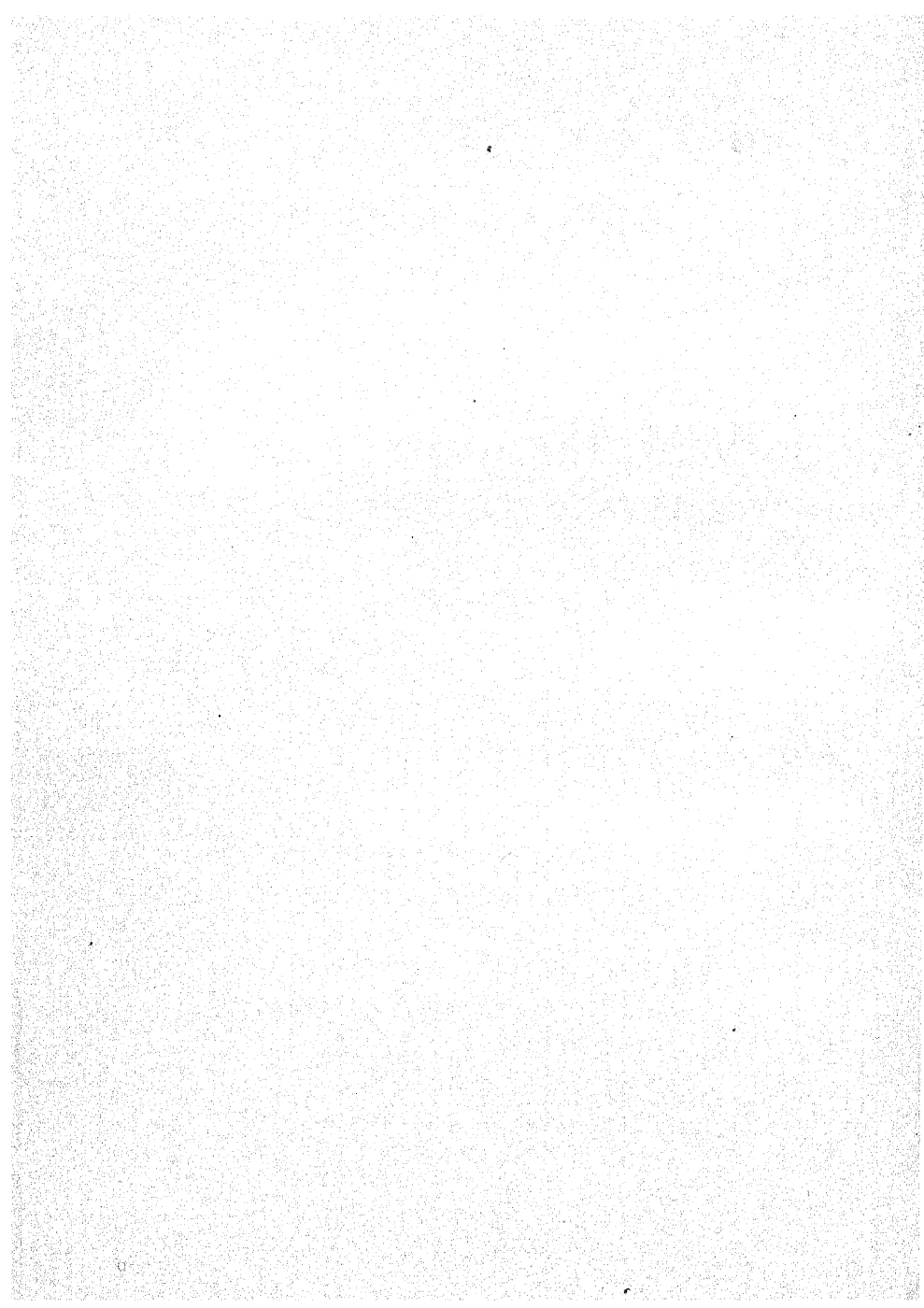
Examples:—

- 1 BRITISH EMPIRE, A SURVEY, ed by Hugh Gunn.
- 2 HISTORY OF ENGLAND, ed by Charles Oman.

Part 3

CLASS INDEX ENTRY

Note: The Class Numbers used for illustration in this Part are Colon Numbers, unless otherwise stated.



CHAPTER 31

TERMINOLOGY OF CLASSIFICATION

311 Basic Class

3110 Subject.—An assumed term.

This term will be used only in discussion in the Verbal Plane.

3111 Class.—The term used to denote “Subject”, in discussion in the Idea Plane.

3112 Class Number.—The term used to denote “Subject,” in discussion in the Notational Plane.

3113 Focus.—The generic term used to denote “Class” in the Idea Plane, “Subject” in the Verbal Plane, and “Class Number” in the Notational Plane.

Other uses of the generic term “Focus” will be found in the succeeding Sections.

3114 Main Class = Main Subject = Main Class Number = Main Focus.—Any focus enumerated in the schedule of Main Classes in the Scheme of Classification used.

Examples:—In Colon Classification: B Mathematics, R Philosophy, T Education, X Economics, Z Law.

In Decimal Classification: 1 Philosophy, 2 Religion, 4 Linguistics, 7 Fine Arts, 8 Literature.

3115 Canonical Class = Canonical Subject = Canonical Class Number = Canonical Focus.—Any focus

enumerated as a Canonical Class of a Main Class in the Scheme of Classification used.

*Examples:—*In Colon Classification: B1 Arithmetic, B2 Algebra, B3 Analysis, R1 Logic, R2 Epistemology, R3 Metaphysics.

In Decimal Classification: 51 Mathematics, 52 Astronomy, 53 Physics, 61 Medicine, 62 Engineering, 63 Agriculture.

3116 Basic Class = Basic Subject = Basic Number = Basic Focus.—Any Main Class or any Canonical Class.

312 Isolate and Facet

3120 Isolate (generic term) = **Isolate Idea** (in the Idea Plane) = **Isolate Term** (in the Verbal Plane) = **Isolate Number** (in the Notational Plane) = **Isolate Focus.**—Any of the Divisions of a Basic Class based on a characteristic or a succession or Train of homogeneous characteristics and enumerated in the Scheme of Classification used, as Foci in a **Facet**.

Here the terms Isolate and Facet are defined together in relation to one another. A more detailed discussion will be found in my *Colon classification*.

3121 A Basic Focus can be a Subject by itself. But an Isolate Focus cannot be a Subject by itself. A Subject is formed only when it is attached to a Basic Focus.

For example, "Gold" by itself is not a Subject. It is only an Isolate. But a subject can be formed by attaching it to a Basic Class—e.g. Chemistry of Gold, Mineralogy of Gold, Sculpture in Gold, Mining of Gold, Economics of Gold.

In the schedules of Decimal Classification, we do not find isolates enumerated. We find only combinations of Basic Class

and isolates enumerated. However, they are separable in the Idea Plane, the Verbal Plane, and the Notational Plane. Therefore, it need not be believed that the concepts of Basic Class, Isolate, and Facet are peculiar to the Colon Classification. These concepts belong to the Idea Plane. They therefore hold good universally in all Schemes of Classification. The only difference is that the Colon Classification consciously and explicitly recognises them, and enumerates them as such in separate schedules. A scheme which does so is called an **Analytico-Synthetic Classification**. In the Decimal Classification, the Basic Foci and the Isolate Foci are not given in separate schedules. It is only Subjects formed by their combination, that are enumerated in its schedules. A scheme of this kind is called an **Enumerative Classification**.

3122 Connecting Symbol.—Digit used in an Analytico-Synthetic Classification to connect Isolate Numbers to Basic Number or to another Isolate Number.

In the Colon Number X415:6.44.N57 (which means “Financing Railways in India in 1957”), the colon and the full-stop are connecting symbols. Thus the Basic Number X and the respective Isolate Numbers 415 and 6, and 44 and N57 stand out physically separated and are visually recognisable as distinct. By a certain convention stated in Rule 6503 of Colon Classification, the connecting symbol between the Basic Class Number X and the first facet number 415 is omitted.

In an Enumerative Classification, there is no Connecting Symbol provided. Therefore, the Basic Numbers and the Isolate Numbers will not be visibly recognisable. But, while interpreting the meaning of the several digits and combinations of digits in the Idea Plane, the Facets, the Basic Numbers, and the Isolate Numbers can be mentally separated.

3123 Compound Focus = Compound Class = Compound Class Number.—Focus consisting of one Basic Focus and one or more Isolate Foci.

313 Chronological Device

3130 Chronological Device.—Device of using the appropriate Chronological Number for the formation or the subdivision of an Isolate, which is capable of chronological formation or subdivision, or when the individualisation of the isolates or sub-isolates may be made to depend conveniently on the period of origin or birth, or on the year of first investigation, or discovery, or initiation or commencement or occurrence, or on the year that may be definitely associated with the respective isolates in any other manner or for any other reason. Some of the cases where this device may be employed are generally indicated either in the Schedules or in the Rules of the Scheme of Classification used.

Examples:—O111,2J64 denotes “William Shakespeare”.

Here O is Basic Number meaning “Literature”;

111 is an Isolate Number meaning “English”;

, is Connecting Symbol;

2 is an Isolate Number meaning “Drama”; and

J64 is the Isolate Number got by Chronological Device.

It means an English dramatist born in 1564; *i.e.* “William Shakespeare”.

3131 The part of a Class Number, got by Chronological Device, should be treated as a whole, as if it were a single digit.

314 Geographical Device

3140 Geographical Device.—Device of using the appropriate Geographical Number (that is, of continent, country, state, district etc., as the case may be)

for the formation of the subdivision, or when the individualisation of the isolates, or sub-isolates may be made to depend conveniently on the place of origin or prevalence or habitation or one that may be definitely associated with the respective foci in any other manner or for any other reason. The cases where this device may be applied are generally indicated either in the Schedules or in the Rules of the Scheme of Classification used.

3141 In some Class Numbers, to be determined by context, the part of a Class Number, got by Geographical Device, may have to be treated as a whole as if it were a single digit.

315 Subject Device

3150 **Subject Device.**—Device of using the appropriate Class Number for the formation or the subdivision of an isolate which is capable of such formation or subdivision, or when the individualisation of the isolates or sub-isolates may be made to depend conveniently on a Class Number that may be definitely associated with the respective classes in any manner or for any reason. The cases where this Device may be applied are generally indicated either in the Schedules or in the Rules of the Scheme of Classification used. The Subject Device part of an Isolate Number is to be enclosed in circular brackets; and it is called **Packeted Number**.

Example:—T9(Y31) denotes Rural Education. Here T is the Basic Number meaning “Education”;

9 is an Isolate Number meaning "other educands" and

(Y31) is the Number got by Subject Device. It means "Rural Social Group" or simply "Rural". It is put within brackets to show that it is got by Subject Device. It is a Packeted Number.

In Decimal Classification also, Subject Device is often used. But the number got by Subject Device is not packeted. There is nothing to make it visible to the eye that it is got by Subject Device. The Committee on the General Theory of Classification (FID/CA) of the International Federation for Documentation has recommended that the Universal Decimal Classification will do well to adopt Packeted Notation as illustrated by the Colon Classification.

3151 The part of a Class Number, got by Subject Device—that is the Packeted Part of a Colon Number—should be treated as a whole, as if it were a single digit.

316 Alphabetical Device

3160 **Alphabetical Device.**—Device of using the first or the first two, or the first three, etc., initial letters of the name of an entity, existential or conceptual, for the formation of the subdivision of an isolate.

Examples:—

D5125H = Hind cycle.

D5125HU = Hudson cycle.

D5125HUM = Humber cycle.

3161 The part of a class number, got by Alphabetical Device, should be treated as a whole, as if it were a single digit.

317 Complex Class and Phase Relation

3170 **Complex Class.**—Class formed by combining two or more classes, by a device other than Subject Device.

Example:—B0bD Engineering Mathematics, which means “Mathematics for those practising Engineering”.

Here B means “Mathematics”;

0 is Connecting Symbol;

b means “Bias Relation”; and

D means “Engineering”.

3171 Phase.—Each of the Classes whose combination forms a Complex Class.

Example:—In the example given under Rule 3170

B Mathematics is the First or the Basic Phase.

D Engineering is the Second Phase. It is a Biasing Phase as the relation is Bias Relation.

3172 Phase Relation.—The relation between the Component Classes of a Complex Class.

3173 The Class Number forming the second or any other later Phase should be treated as a whole as if it were a single digit.

318 Complex Isolate and Intra-Facet Relation

3180 Complex Isolate.—Isolate formed by the combination of two or more Isolates of the same Facet other than Auto-Bias Device, on the basis of their mutual relation.

Example:—Y310n35 which means “Difference between rural folk and city folk”.

Here Y means “Sociology”;

31 means “Rural folk”;

0 is Connecting Symbol;

n means “Intra-Facet Relation of Difference”;

35 means “City folk”;

310n35 is a Complex Isolate.

3181 Intra-Facet Relation.—The Relation between the Components of a Complex Isolate.

3182 In a Complex Isolate, the Isolate Number of each Component Isolate should be read as a whole, as if it were a single digit.

319 Complicated Cases

3190 ARRAY AND CHAIN

31901 **Array.**—A sequence of Coordinate Classes of Isolates.

31902 **Immediate Universe.**—A Class or Isolate of which the Classes or Isolates of an Array are Sub-classes or Sub-isolates respectively.

Examples:—

1 Among the Isolates forming the Natural Group of Plants in Botany, the Isolates Algae, Fungi, and Lichen form an Array, with Thallophyta as the Immediate Universe.

2 Among the Isolates forming the Systems of Philosophy, the Isolates Advaita, Visishtadvaita and Dvaita form an Array with Vedanta as the Immediate Universe.

3 Among the Isolates forming the Social Groups in Sociology, Rural, Urban, and City Residents form an Array with Groups-by-Residence as the Immediate Universe.

31905 **Chain.**—A modulated sequence of Subordinate Classes or Isolates.

Examples:—

1 Thallophyta, Fungi, Basidiomycetes, and Mushroom form a Chain of Isolates.

2 Vedanta, Advaita, Pratyabhijna, and Virasaiva Schools of Indian Philosophy form a Chain of Isolates.

3 Social Activity, Ceremonial, Ceremonial of Childhood, and Ceremonial of Naming form a Chain of Isolates in Sociology.

3191 TELESCOPED ARRAY

3191 **Telescoped Array.**—An Array of Isolates in a Schedule of Classification, made of an Isolate and its

Sub-isolates, as viewed from the Idea Plane, but whose Isolate Numbers appear to be Co-ordinate ones, as viewed from the Notational Plane.

Example:—R5 Vedanta, R6 Advaita, R7 Visishtadvaita, R8 Dvaita form a Telescoped Array in the Schedules of the Colon Classification.

31911 Isolate-at-Telescoping-Point.—The Isolate in a Telescoped Array, of which succeeding Isolates in the Array are Sub-isolates.

Example:—In the Telescoped Array given as example under Rule 3191, R5 Vedanta is the Isolate-at-Telescoping-Point.

3192 CHAIN-WITH-GAP

3192 Chain-with-Gap.—A Chain of Isolates in a Schedule of Classification, in which an Intermediate Isolate is not given, as a result of failure to conform to the Canon of Modulation.

Example:—In Decimal Classification 2 Religion, 22 Sacred Books, 225 New Testament, is a Chain-with-Gap, as the Isolate “Christianity” is missing between 2 Religion and 22 Sacred Books.

31921 Missing Isolate.—The Isolate missing in a Chain-with-Gap.

Example:—In the Chain-with-Gap given as example under Rule 3192, “Christianity” is the Missing Isolate. Its Isolate Number may, as the last resort, be written as 22/28.

CHAPTER 32

Terminology of Chain Procedure

Examples are given in Chapter 33

320 Chain and Link.—Represent a class number in the form of a chain, according to the following procedure.—

- 1 Make
 - 11 the First Link, out of the first digit;
 - 12 the Second Link, out of the first two digits;
 - 13 the Third Link, out of the first three digits,
and so on up to the Last Link which is to be made of all the digits.
- 2 Write the Links one below the other in succession;
- 21 Write against each link its translation into natural language—i.e. the name of the class of which the link is the class number;
- 22 Connect each link with its translation by an “ = ” sign.
- 3 Join the “ = ” sign of each link with that of the next succeeding link by a downward arrow—

Putting the arrow is merely a means to make the suggestion of Chain visible to the eye.

In the above Rule, the terms "Chain" and "Link" get defined in relation to each other, by the context in which they are used.

321 Last Link.—Link occurring last in the Chain produced by a Class Number.

322 False Link.—Link

- 1 which is not a Class Number—that is, it is not a concatenation of digits, intelligible according to the Rules of Classification—that is, it has no meaning; or
- 2 which is the last link of a Compound Class Number and does not have a name in the verbal plane, in common usage in a natural language.

For example, a link is a False Link if it ends with—

- 1 a connecting symbol; or
- 2 a digit representing a Phase Relation; or
- 3 a digit representing an Intra-Facet Relation; or
- 4 a Time-Isolate representing Time itself in the Time Facet of the class, and not representing any other fundamental category—space, energy, matter, or personality—in their respective facets in the Class Number.

323 Fused Link.—Link within a part of a Class Number, the part being obtained by Chronological or Geographical or Subject or Alphabetical Device or Phase Device or Intra-Facet Relation Device and prescribed to be taken as a whole in Rules 3131, 3141, 3151, 3161, 3173, and 3182 respectively.

It may be called a Fused Chronological Link, Fused Geographical Link, Fused Subject Link etc., as the case may be.

324 Unsought Link.—Link which

- 1 ends with a part of the Isolate Focus in a Facet of a Class Number; and
- 2 represents a subject on which reading material is not likely to be produced or sought or which is not likely to be looked up by any reader seeking materials on the Specific Subject forming the Last Link of the full Class Number.

This Rule admits of Local Variation in its application. In the light of the reading materials organised, the interest of the readers served, and the nature of the service attempted, each library may define in an exact way suited to itself the links which should be deemed to be Unsought Links. This more precise local definition should be consistently followed. A similar Local Definition may also be made by an organisation engaged in the production of Inter-National or National Bibliographies, of Union Catalogue of Books and/or of Periodical Publications.

325 Sought Link.—Link which is neither False, nor Fused nor Unsought and Link ending with an After-Time Anteriorising Common Isolate Digit.

326 Upper Link.—Link other than the last Link.

327 Lower Link.—This term is a relative one when two links are engaging attention. Lower link is that one of the two links which occurs lower in a chain than the other of the two links.

329 Complicated Cases

3291 LINK-AT-TELESCOPING-POINT

3291 **Link-at-Telescoping-Point.**—A Link in a Telescoped Chain, whose Class Number ends with a digit representing an Isolate-at-Telescoping-Point.

32911 In representing a Class Number in the form of a Chain, every Link-at-Telescoping-Point is to be inserted at the proper place, whenever it occurs.

Example:—See the example 1 under Rule 381.

3292 MISSING LINK

3292 **Missing Link.**—A Link in a Chain-with-Gap, corresponding to the Missing Isolate in the Chain.

32921 In representing a Class Number in the form of a Chain, every Missing Link is to be inserted at the proper place whenever there is need.

Example:—In representing the Decimal Class Number “22 Sacred Books,” the Missing Link “22/28 Christianity” should be inserted between the links “2 Religion” and “22 Sacred Books”.

CHAPTER 33

EXAMPLES OF CHAIN AND LINK

| | | |
|-----------|---|--|
| 1 L45:421 | = | Tuberculosis of lungs. |
| L | = | Medicine. (Sought Link) |
| | ↓ | |
| L4 | = | Medicine of respiratory system. (Sought Link) |
| | ↓ | |
| L45 | = | Medicine of lungs. (Sought Link) |
| | ↓ | |
| L45: | = | (False Link) |
| | ↓ | |
| L45:4 | = | Disease of lungs. (Sought Link) |
| | ↓ | |
| L45:42 | = | Infectious disease of lungs. (Sought Link) |
| | ↓ | |
| L45:421 | = | Tuberculosis of lungs. (Sought Link) |

| | | |
|---------------------|---|---|
| 2 O111,2J64,52 | = | Othello |
| O | = | Literature. (Sought Link) |
| | ↓ | |
| O1 | = | Indo-European literature. (Unsought Link) |
| | ↓ | |
| O11 | = | Teutonic literature. (Unsought Link) |
| | ↓ | |
| O111 | = | English literature. (Sought Link) |
| | ↓ | |
| O111, | = | (False Link) |
| | ↓ | |
| O111,2 | = | English drama. (Sought Link) |
| | ↓ | |
| O111,2J | = | (Fused Link) |
| | ↓ | |
| O111,2J6 | = | (Fused Link) |
| | ↓ | |
| O111,2J64 | = | Shakespeare. (Sought Link) |
| | ↓ | |
| O111,2J64, | = | (False Link) |
| | ↓ | |
| O111,2J64,5 | = | Fifth octave of the Shakespearean plays. (Unsought Link) |
| | ↓ | |
| O111,2J64,52 | = | Othello (Sought Link) |

| | | |
|------------------|---|---|
| 3 XM,9J:51.73.N3 | = | Co-operative marketing in agriculture in U S A brought upto 1930's. |
| X | = | Economics. |
| | ↓ | (Sought Link) |
| XM | = | Co-operation. |
| | ↓ | (Sought Link) |
| XM, | = | (False Link) |
| | ↓ | |
| XM,9 | = | Co-operative industries. |
| | ↓ | (Sought Link) |
| XM,9J | = | Co-operative agriculture. |
| | ↓ | (Sought Link) |
| XM,9J: | = | (False Link) |
| | ↓ | |
| XM,9J:5 | = | Co-operative trade in agriculture. |
| | ↓ | (Sought Link) |
| XM,9J:51 | = | Co-operative marketing in agriculture. |
| | ↓ | (Sought Link) |
| XM,9J:51. | = | (False Link) |
| | ↓ | |
| XM,9J:51.7 | = | Co-operative marketing in agriculture in America. |
| | ↓ | (Fused Link) |
| XM,9J:51.73 | = | Co-operative marketing in agriculture in U S A. |
| | ↓ | (Sought Link) |
| XM,9J:51.73. | = | (False Link) |
| | ↓ | |
| XM,9J:51.73.N | = | Co-operative marketing in agriculture in U S A, brought upto 1900's. |
| | ↓ | (Fused Link) |
| | ↓ | |
| XM,9J:51.73.N3 | = | Co-operative marketing in agriculture in U S A brought up to 1930's. |
| | ↓ | (False Link) |

| | | |
|----------------|---|--|
| 4 V56:2:(Z).N5 | = | British constitutional law brought upto 1950's. |
| V | = | History. (Sought Link) |
| V5 | = | European history. (Fused Link) |
| V56 | = | British History. (Sought Link) |
| V56: | = | (False Link) |
| V56:2 | = | British constitutional history. (Sought Link) |
| V56:2: | = | (False Link) |
| V56:2:(| = | (False Link) |
| V56:2:(Z | = | (Fused Link) |
| V56:2:(Z) | = | British constitutional law. (Sought Link) |
| V56:2:(Z). | = | (False Link) |
| V56:2:(Z).N | = | British constitutional law brought upto 1900's. (Fused Link) |
| V56:2:(Z).N5 | = | British constitutional law brought upto 1950's. (False Link) |

| | | |
|-----------|---|---------------------------------|
| 5 BxM87:g | = | Criticism of Ramanujan's works. |
| B | = | Mathematics. |
| | ↓ | (Sought Link) |
| Bx | = | Works in mathematics. |
| | ↓ | (Unsought Link) |
| BxM | = | (Fused Link) |
| | ↓ | |
| BxM8 | = | (Fused Link) |
| | ↓ | |
| BxM87 | = | Works of Ramanujan. |
| | ↓ | (Sought Link) |
| BxM87: | = | (False Link) |
| | ↓ | |
| BxM87:g | = | Criticism of Ramanujan's works. |
| | | (Unsought Link) |

*Note:—*1 It is a matter of judgment that readers will not look for the above class under the Common Isolate "Criticism" followed by "Ramanujan". That is why the last link has been marked as Unsought Link.

2 It is not totally wrong to mark it as Sought Link.

3 See example 6, where the Last Link ending with the common Isolate "Criticism" is marked Sought Link.

| | | |
|---------------|---|--|
| 6 O111,2J64:g | = | Shakespearean criticism. |
| O | = | Literature. (Sought Link) |
| | ↓ | |
| O1 | = | Indo-European literature. (Unsought Link) |
| | ↓ | |
| O11 | = | Teutonic literature. (Unsought Link) |
| | ↓ | |
| O111 | = | English literature. (Sought Link) |
| | ↓ | |
| O111, | = | (False Link) |
| | ↓ | |
| O111,2 | = | English drama. (Sought Link) |
| | ↓ | |
| O111,2J | = | (Fused Link) |
| | ↓ | |
| O111,2J6 | = | (Fused Link) |
| | ↓ | |
| O111,2J64 | = | Shakespeare. (Sought Link) |
| | ↓ | |
| O111,2J64: | = | (False Link) |
| | ↓ | |
| O111,2J64:g | = | Shakespearean criticism. (Sought Link) |

Note:—1 It is a matter of judgment that readers will look for the above class under the Common Isolate "Criticism" followed by "Shakespeare". That is why the Last Link has been marked as Sought Link.

2 See example 5 where the Last Link ending with the Common Isolate "Criticism" is marked Unsought Link.

3 A Link ending with a Common Isolate calls for exercise of judgment. This is one of the cases where mechanical consistency cannot be insisted upon in arriving at Class Index Entries.

7 T9(Y31).44.N3s = Statistics of rural education in India
brought upto 1930's.

| | | |
|-----------------------|---|---|
| T | = | Education. |
| | ↓ | (Sought Link) |
| T9 | = | (False Link) |
| | ↓ | |
| T9(| = | (False Link) |
| | ↓ | |
| T9(Y | = | (Fused Link) |
| | ↓ | |
| T9(Y3 | = | (Fused Link) |
| | ↓ | |
| T9(Y31 | = | (Fused Link) |
| | ↓ | |
| T9(Y31) | = | Rural education. |
| | ↓ | (Sought Link) |
| | ↓ | |
| T9(Y31). | = | (False Link) |
| | ↓ | |
| T9(Y31).4 | = | Rural education in Asia. |
| | ↓ | (Sought Link) |
| | ↓ | |
| T9(Y31).44 | = | Rural education in India. |
| | ↓ | (Sought Link) |
| | ↓ | |
| T9(Y31).44. | = | (False Link) |
| | ↓ | |
| T9(Y31).44.N | = | (Fused Link) |
| | ↓ | |
| T9(Y31).44.N3 | = | Rural education in India brought upto 1930's. |
| | ↓ | (False Link) |
| | ↓ | |
| T9(Y31).44.N3s | = | Statistics of rural education in India brought upto 1930's. (Sought Link) |

Note:—1 The Last Link ends with the Common Isolate "Statistics". It is a matter of judgment that readers will look for the above Class under the Common Isolate "Statistics" followed by other Subheadings. That is why the Last Link has been marked as Sought Link.

2 As for the Subheadings, see example 6.5 in Chapter 37.

- 8 O111,2J64:gxM66:g = Criticism of Croce's works on Shakespearean criticism.

The first eleven Links of the above Class Number are the same as the Links in example 6. In what follows, the first ten Links are to be taken as understood. The Chain is shown only from the eleventh Link.

| | | |
|-------------------|---|--|
| O111,2J64:g | = | Shakespearean criticism. (Sought Link) |
| | ↓ | |
| O111,2J64:gx | = | Works on Shakespearean criticism. (Unsought Link) |
| | ↓ | |
| O111,2J64:gxM | = | (Fused Link) |
| | ↓ | |
| O111,2J64:gxM6 | = | (Fused Link) |
| | ↓ | |
| O111,2J64:gxM66 | = | Croce's works on Shakespearean criticism. (Sought Link) |
| | ↓ | |
| O111,2J64:gxM66: | = | (False Link) |
| | ↓ | |
| O111,2J64:gxM66:g | = | Criticism of Croce's works on Shakespearean criticism. (Unsought Link) |

| | | |
|----------------|---|--|
| 9 B0bD | = | Engineering mathematics. |
| B | = | Mathematics. (Sought Link) |
| | ↓ | |
| B0 | = | (False Link) |
| | ↓ | |
| B0b | = | (False Link) |
| | ↓ | |
| B0bD | = | Engineering mathematics. (Sought Link) |
| | | |
| 10 F550bM6 | = | Fuel technology for glass manufacturers. |
| F | = | Technology. (Sought Link) |
| | ↓ | |
| F5 | = | Organic technology. (Unsought Link) |
| | ↓ | |
| F55 | = | Fuel technology. (Sought Link) |
| | ↓ | |
| F550 | = | (False Link) |
| | ↓ | |
| F550b | = | (False Link) |
| | ↓ | |
| F550bM | = | (Fused Link) |
| | ↓ | |
| F550bM6 | = | Fuel technology for glass manufacturers. (Sought Link) |

| | | |
|-----------------|---|--|
| 11 Z44,30bX:545 | = | Indian law of contract for exporters. |
| Z | = | Law. (Sought Link) |
| Z4 | = | Asian international law. (Unsought Link) |
| Z44 | = | Indian law. (Sought Link) |
| Z44, | = | (False Link) |
| Z44,3 | = | Indian law of contract. (Sought Link) |
| Z44,30 | = | (False Link) |
| Z44,30b | = | (False Link) |
| Z44,30bX | = | (Fused Link) |
| Z44,33bX: | = | (False Link) |
| Z44,30bX:5 | = | (Fused Link) |
| Z44,30bX:54 | = | (Fused Link) |
| Z44,30bX:545 | = | Indian law of contract for exporters. (Sought Link) |

| | | |
|---------|---|--|
| 12 C0cE | = | Comparison of physics and chemistry. |
| C | = | Physics. (Sought Link) |
| | ↓ | |
| C0 | = | (False Link) |
| | ↓ | |
| C0c | = | (False Link) |
| | ↓ | |
| C0cE | = | Comparison of physics and chemistry. (Sought Link) |

| | | |
|---------|---|--|
| 13 W0gU | = | Geopolitics. |
| W | = | Political science. (Sought Link) |
| | ↓ | |
| W0 | = | (False Link) |
| | ↓ | |
| W0g | = | (False Link) |
| | ↓ | |
| W0gU | = | Geopolitics. (Sought Link) |

| | | |
|-----------------|---|---|
| 14 X:3.44.N50gZ | = | Influence of law on distribution of wealth in India. |
| X | = | Economics. (Sought Link) |
| X: | = | (False Link) |
| X:3 | = | Distribution of wealth. (Sought Link) |
| X:3. | = | (False Link) |
| X:3.4 | = | Distribution of wealth in Asia. (Sought Link) |
| X:3.44 | = | Distribution of wealth in India. (Sought Link) |
| X:3.44. | = | (False Link) |
| X:3.44.N | = | (Fused Link) |
| X:3.44.N5 | = | Distribution of wealth in India brought upto 1950's. (False Link) |
| X:3.44.N50 | = | (False Link) |
| X:3.44.N50g | = | (False Link) |
| X:3.44.N50gZ | = | Influence of law on distribution of wealth in India. (Sought Link) |

| | | |
|---------------|---|---|
| 15 Y310n35:72 | = | Difference between the intelligence of rural and city people. |
| Y | = | Sociology. |
| | ↓ | (Sought Link) |
| Y3 | = | Sociology of groups based on residence. |
| | ↓ | (Unsought Link) |
| Y31 | = | Rural Sociology. |
| | ↓ | (Sought Link) |
| Y310 | = | (False Link) |
| Y310n | = | (False Link) |
| Y310n3 | = | (Fused Link) |
| Y310n35 | = | Difference between rural and city people |
| | ↓ | (Sought Link) |
| Y310n35: | = | (False Link) |
| Y310n35:7 | = | Difference in personality between rural and city people. |
| | ↓ | (Sought Link) |
| Y310n35:72 | = | Difference in intelligence between rural and city people. |
| | | (Sought Link) |

16 G:30r2 = Influence of anatomy on physiology.

| | | |
|--------|---|-------------------------------------|
| G | = | Biology. |
| | ↓ | (Sought Link) |
| G: | = | (False Link) |
| G:3 | = | Physiology. |
| | ↓ | (Sought Link) |
| G:30 | = | (False Link) |
| G:30r | = | (False Link) |
| G:30r2 | = | Influence of anatomy on physiology. |
| | | (Sought Link) |

CHAPTER 34

CHOICE OF CLASS INDEX HEADING

341 A Class Index Entry is to be given using as Heading the term represented by the last digit of each of the Sought Links of the Chain representing the Class Number of each Main Entry and each Cross Reference Entry.

The object of Class Index Entries is to inform the reader about the Class Number under which he can find reading materials on the specific subject in which he is interested. The reader often fails to mention his specific subject in exact terms. He may mention only a subject of greater extension. This may be due to his own way of thinking or to his believing that the Library Catalogue may not have provided entries under such minute specific subjects as he is thinking of. Whatever the reason, the fact remains that it is subjects of greater extension, than the one needed, that are often looked up by readers. It is to meet this contingency that this Rule provides for a Class Index Entry, not only corresponding to the Last Sought Link of a chain, but also to each of the Upper Sought Links.

342 If the term derived for the Heading by Rule 341 does not by itself individualise it, it is to be taken as the Main Heading in a Multiple Subject Heading as defined in Rule 176.

3421 The Subheadings necessary to secure individualisation are to be derived, with the aid of the

Canon of Context (56), from the last digit of one (or more) of the upper Significant Links in the Chain.

3422 The Minimum Number of such links, necessary and sufficient for individualisation, are to contribute the Subheadings.

3423 Each Heading or Subheading is to be a single noun except when a qualifying adjective is necessary as in "Algebraic equations", "Digestive system" and "Social sciences".

343 If it happens that the whole Class Number or a part of it, made up of the Basic Number and/or, one or more of its Isolate Numbers, represents a proper name or can be translated into a single word in popular usage, it is to be used as the Heading.

344 If the Class Number of the Main Entry or of a Cross Reference Entry of a document is already found in any other entry of the Classified Part of the catalogue, Class Index Entry is not to be written for any of its Significant Links.

3441 If Rule 344 is not operative, a Class Index Entry is to be written for the Last Sought Link.

3442 If Rule 3441 is operative and if a Class Number with the Next Upper Sought Link as its own Last Sought Link is already found in any Entry of the Classified Part of the catalogue, Class Index Entry is not to be written for it or for any of its Upper Sought Links.

3443 If Rule 3442 is not operative, Class Index Entry is to be written for the Upper Sought Link in question.

3444 The other Upper Sought Links are to be dealt with on lines analogous to Rules 344 to 3443.

The purpose of the procedure prescribed by Rule 344 and its Subdivisions is to secure that no Class Index Entry occurs more than once in the catalogue.

It may be mentioned, however, that the back of the Main Card should contain the Heading of the Class Index Entry suggested by a book, though an Index Card is not to be written as a result of Rules 344, 3442, etc. That is because the back of the Main card must give a thoroughly reliable key to all the Class Index Entries in the catalogue that can be related to the book.

As a trivial but important practical detail, mention may be made of the following as a possible device. Such of the Headings on the back of the Main Card, as have already received a Class Index Entry in the library catalogue in connection with an earlier book, are distinguished for the guidance of the typist and the amanuensis by a pencil dot placed just to the left of the Heading on the back of the Main Card.

The procedure prescribed by Rule 344 and its Subdivisions secures the purpose mentioned in paragraph 1 of the commentary, by working through the Classified Part of the catalogue. It is possible to secure the same purpose by working through the Alphabetical Part also.

Before writing the Class Index Entry for the Last Sought Link, the Alphabetical Part may be looked up. If the entry is already found there, it need not be written again.

In a case of this kind there is nothing to choose between working through the Classified Part or through the Alphabetical Part.

On the other hand, if the Class Index Entry of the Last Sought Link has not already been made, we have yet to decide which of the Upper Sought Links call for their own Class Index Entries to be written out. To decide this, we have to look up again and again the Classified Part or the Alphabetical Part, as the case may be.

In the Classified Part, the Class Numbers forming the Upper Links will occur in entries lying close to one another. But in the Alphabetical Part, the entries to be verified will lie scattered from A to Z. Therefore, the Law of Parsimony would prefer working through the Classified Part of the catalogue.

CHAPTER 35

RENDERING OF CLASS INDEX HEADING

351 The terms used as Headings or Subheadings are to be the standard ones given in the Classification Scheme in use.

352 If the term used as Heading or Subheading is the name of a Person, or a Geographical Entity, or a Corporate Body, it is to be rendered according to the Rules of Chapters 21, 22, and 23 respectively.

353 If the term used as Heading or Subheading consists of more than one word and Rule 352 is not applicable, the words are to be written in their natural sequence.

354 If the Class Number has two or more Phases, the terms of the different phases are, wherever necessary, to be linked up by an appropriate connecting word like "influencing", "biasing", "compared with" etc. which is the standard equivalent of the Phase Relation Digit as given in the Classification Scheme used.

355 If the Class Number comprehends Intra-Facet Relation, the rendering is to use an appropriate connecting word on the analogy of Rule 354.

356 When warranted, Individualising Element(s) is (are) to be added, as prescribed in the Rules of Part 2,

either to the Heading as a whole or to any block in the Heading.

See Chapter 37 for examples.

357 The terms used as Headings are to be watched and as they become obsolete, fresh entries are to be made with their current equivalents in the Headings, and the old ones may be removed ultimately, though not immediately.

This rule relates to a factor which makes the Class Index Entry a source of trial for cataloguers. One of the basic principles in Classification is that the term used to denote a Class in the Schedule of Classification should have a fixity of meaning. In deference to this principle, individuals, that have to do with the administration of libraries, may use the same term with the same meaning at all times. But there are forces, beyond the control of individuals, which change the meaning of terms in course of time. The vicissitudes in the meaning of terms like Philosophy, Philology, Anthropology, Sociology and so on, are cases in point. Nobody in the world, much less the classifier and the cataloguer, can arrest this semasiological change and evolution of the words in human use. Apart from the changes that come through ages—a library catalogue, being a permanent entity, has no doubt to take note of these—the recent publication of the supplementary volume of the New Oxford Dictionary demonstrates the extraordinary rate at which new terms are born and, old terms change their colour and meaning even in a single generation.

What cannot be prevented must be met with suitable adjustments. It is here that the Canon of Currency's call for repair of the catalogue comes—internal repair (57) as distinct from the repair of the physical card. As the terms used as Headings of Class Index Entries become obsolete, cards should be added having their more up-to-date equivalents as Headings. This process requires constant vigilance and industry. Otherwise instead of the catalogue helping the people, it may prove to be harmful and misleading.

The need for such insertion of entries from time to time makes it imperative that the physical form of the catalogue should be such that any given entry can be removed, or corrected, or replaced, or added without disturbing the other entries. This would rule out the ledger or book form of the catalogue and make the Card Catalogue, the form PAR EXCELLENCE.

CHAPTER 36

CLASS INDEX ENTRY

360 Sections

360 A Class Index Entry is to consist successively of the following Sections.

- 1 Heading (Leading Section);
- 2 Second Section; and
- 3 Index Number.

The only Part of this Code, whose Rules may not be of direct detailed application irrespective of the Scheme of Classification used, is this Part dealing with Class Index Entries.

Its Rules are applicable with ease if the Scheme of Classification used satisfies the Canons of Modulation (58), Relativity (59), and Expressiveness (60).

In particular, the Chain Procedure prescribed in the Rules of this Part gives satisfactory results if the Colon Classification is used. The British National Bibliography has demonstrated the applicability of the Chain Procedure with satisfactory results if the Decimal Classification is used with a few improvised devices.

All the other Rules of this Code are applicable whatever be the Scheme of Classification used.

361 Heading

361 The Choice and Rendering of the Heading of a Class Index Entry are to be made in accordance with the Rules of Chapters 34 and 35 respectively.

362 Second Section

362 The Second Section of a Class Index Entry is to consist of the following Directing Words:—

For documents in this Class and its Subdivisions see the Classified Part of the catalogue under the Class Number.

3620 Notwithstanding Rule 0742, the Directing Element prescribed in Rule 362 is not to be underlined.

3621 CLASS INDEX CARD

The Class Index Entries will appear more elegant and readable if the cards used for them have the directing words printed on them in a convenient position leaving three lines at the top for inserting the Heading. Printing the directing words in a distinctively coloured ink such as red ink has been found to be helpful.

3622 CLASS INDEX ENTRY IN A CATALOGUE IN BOOK FORM

The Directing Words prescribed by Rule 362 are found to be too long, for use in a catalogue in book form. The usual practice appears to be to omit the Second Section altogether. Under the pressure of this practice, it was omitted in the card catalogue also in the Madras University Library in the earlier years. But when the Second Section was introduced later, it was found that the readers had a greater satisfaction.

The fact of the Directing Words giving satisfaction makes one think of what can be done in the case of a catalogue in book form, as considerations of space and cost would rule out the insertion of three lines of Directing Words in every one of the Class Index Entries.

3623 SEPARATE SEQUENCE FOR CLASS INDEX ENTRIES

A possible solution is to put all the Class Index Entries together in a separate Alphabetical Sequence. In that case, the directing words can be printed at the top of each page in a suitably modified form. Of course this method will split up the

Alphabetical Part of the Catalogue into two sub-parts. Some investigation should therefore be made about the desirability or otherwise of adopting this suggestion.

3624 CLASS INDEX ENTRY IN NATIONAL BIBLIOGRAPHY

This problem may not be serious in the case of a library catalogue, because a library catalogue is seldom made nowadays in a book form. But the production of National Bibliography in book form is now rightly becoming common in several countries. The Rules for a National Bibliography closely follow the Rules for a Library Catalogue. In fact, whatever information is given in an entry of a library catalogue is also given in the corresponding entry of a National Bibliography. The latter merely contains some additional information. The problem of Class Index Entries discussed above is therefore a real one in a National Bibliography. That is why an investigation of the problem and of the relative merits of the two methods is suggested.

363 Index Number

363 The Index Number in a Class Index Entry is to consist of the Class Number representing the term in its Heading.

CHAPTER 37

EXAMPLES OF CLASS INDEX ENTRIES

The Class Numbers, whose Chains are given as examples in Chapter 33, will call for the following Class Index Entries:—

Example 1 of Chap 33

25 TUBERCULOSIS, LUNGS.

For documents in this Class and its Subdivisions see the Classified.
Part of the catalogue under the Class Number L45:421

26 INFECTION, DISEASE, LUNGS.

For documents in this Class and its Subdivisions see the Classified.
Part of the catalogue under the Class Number L45:42

27 DISEASE, LUNGS.

For documents in this Class and its Subdivisions see the Classified.
Part of the catalogue under the Class Number L45:4

28 LUNGS, MEDICINE.

For documents in this Class and its Subdivisions see the Classified.
Part of the catalogue under the Class Number L45

29 RESPIRATORY SYSTEM, MEDICINE.

For documents in this Class and its Subdivisions see the Classified.
Part of the catalogue under the Class Number L4

30 MEDICINE.

For documents in this Class and its Subdivisions see the Classified.
Part of the catalogue under the Class Number L

Example 2 of Chap 33

31 OTHELLO, SHAKESPEARE (William).

For documents in this Class and its Subdivisions see the Classified.
Part of the catalogue under the Class Number O111,2J64,52

32 SHAKESPEARE (William) (1564), DRAMA.

For documents in this Class and its Subdivisions see the Classified.
Part of the catalogue under the Class Number O111,2J64

33 DRAMA, ENGLISH.

For documents in this Class and its Subdivisions see the Classified
Part of the catalogue under the Class Number O111,2

34 ENGLISH, LITERATURE.

For documents in this Class and its Subdivisions see the Classified
Part of the catalogue under the Class Number O111

35 LITERATURE.

For documents in this Class and its Subdivisions see the Classified
Part of the catalogue under the Class Number O

Example 3 of Chap 33

36 UNITED STATES, MARKETING, AGRICULTURE, CO-OPERATION.

For documents in this Class and its Subdivisions see the Classified
Part of the catalogue under the Class Number XM,9J:51.73

37 MARKETING, AGRICULTURE, CO-OPERATION.

For documents in this Class and its Subdivisions see the Classified
Part of the catalogue under the Class Number XM,9J:51

38 TRADE, AGRICULTURE, CO-OPERATION.

For documents in this Class and its Subdivisions see the Classified
Part of the catalogue under the Class Number XM,9J:5

39 AGRICULTURE, CO-OPERATION.

For documents in this Class and its Subdivisions see the Classified
Part of the catalogue under the Class Number XM,9J

40 INDUSTRY, CO-OPERATION.

For documents in this Class and its Subdivisions see the Classified
Part of the catalogue under the Class Number XM,9

41 CO-OPERATION, ECONOMICS.

For documents in this Class and its Subdivisions see the Classified
Part of the catalogue under the Class Number XM

42 ECONOMICS.

For documents in this Class and its Subdivisions see the Classified
Part of the catalogue under the Class Number X

Example 4 of Chap 33

43 LAW, CONSTITUTION, GREAT BRITAIN.

For documents in this Class and its Subdivisions see the Classified
Part of the catalogue under the Class Number V56:2:(Z)

44 CONSTITUTION, GREAT BRITAIN.

For documents in this Class and its Subdivisions see the Classified
Part of the catalogue under the Class Number V56:2

45 GREAT BRITAIN, HISTORY.

For documents in this Class and its Subdivisions see the Classified
Part of the catalogue under the Class Number V56

46 HISTORY.

For documents in this Class and its Subdivisions see the Classified
Part of the catalogue under the Class Number V

Example 5 of Chap 33

47 RAMANUJAN (Srinivasa) (1887), WORKS.

For documents in this Class and its Subdivisions see the Classified
Part of the catalogue under the Class Number BxM87

48 MATHEMATICS.

For documents in this Class and its Subdivisions see the Classified
Part of the catalogue under the Class Number B

Example 6 of Chap 33

49 CRITICISM, SHAKESPEARE (William) (1564).

For documents in this Class and its Subdivisions see the Classified
Part of the catalogue under the Class Number O111,2J64:g

Example 7 of Chap 33

50 STATISTICS, INDIA, RURAL EDUCATION.

For documents in this Class and its Subdivisions see the Classified
Part of the catalogue under the Class Number T9(Y31).44.N3s

51 INDIA, RURAL EDUCATION.

For documents in this Class and its Subdivisions see the Classified
Part of the catalogue under the Class Number T9(Y31).44

52 ASIA, RURAL EDUCATION.

For documents in this Class and its Subdivisions see the Classified
Part of the catalogue under the Class Number T9(Y31).4

53 RURAL EDUCATION.

For documents in this Class and its Subdivisions see the Classified
Part of the catalogue under the Class Number T9(Y31)

54 EDUCATION.

For documents in this Class and its Subdivisions see the Classified
Part of the catalogue under the Class Number T

Example 8 of Chap 33

55 CROCE (Benedetto) (1866). CRITICISM. SHAKESPEARE (William) (1564).
DRAMA.

For documents in this Class and its Subdivisions see the Classified
Part of the catalogue under the Class Number O111,2J64:gxM66

Example 9 of Chap 33

56 ENGINEERING biasing MATHEMATICS.

For documents in this Class and its Subdivisions see the Classified
Part of the catalogue under the Class Number B0bD

57 MATHEMATICS.

For documents in this Class and its Subdivisions see the Classified
Part of the catalogue under the Class Number B

Example 10 of Chap 33

58 GLASS MANUFACTURE biasing FUEL, TECHNOLOGY.

For documents in this Class and its Subdivisions see the Classified
Part of the catalogue under the Class Number F550bM6

59 FUEL, TECHNOLOGY.

For documents in this Class and its Subdivisions see the Classified
Part of the catalogue under the Class Number F55

60 TECHNOLOGY.

For documents in this Class and its Subdivisions see the Classified
Part of the catalogue under the Class Number F

Example 11 of Chap 33

61 EXPORT biasing CONTRACT, INDIA, LAW.

For documents in this Class and its Subdivisions see the Classified
Part of the catalogue under the Class Number Z44,30bX:545

62 CONTRACT, INDIA, LAW.

For documents in this Class and its Subdivisions see the Classified
Part of the catalogue under the Class Number Z44,3

63 INDIA, LAW.

For documents in this Class and its Subdivisions see the Classified
Part of the catalogue under the Class Number Z44

64 LAW.

For documents in this Class and its Subdivisions see the Classified
Part of the catalogue under the Class Number Z

Example 12 of Chap 33

65 CHEMISTRY compared with PHYSICS.

For documents in this Class and its Subdivisions see the Classified
Part of the catalogue under the Class Number C0cE

66 PHYSICS.

For documents in this Class and its Subdivisions see the Classified
Part of the catalogue under the Class Number C

Example 13 of Chap 33

67 GEOPOLITICS.

For documents in this Class and its Subdivisions see the Classified:
Part of the catalogue under the Class Number W0gU

68 GEOGRAPHY.

For documents in this Class and its Subdivisions see the Classified:
Part of the catalogue under the Class Number U

Example 14 of Chap 33

69 LAW influencing INDIA, DISTRIBUTION, ECONOMICS.

For documents in this Class and its Subdivisions see the Classified:
Part of the catalogue under the Class Number X:3.44.N50gZ

70 INDIA, DISTRIBUTION, ECONOMICS.

For documents in this Class and its Subdivisions see the Classified:
Part of the catalogue under the Class Number X:3.44

71 ASIA, DISTRIBUTION, ECONOMICS.

For documents in this Class and its Subdivisions see the Classified:
Part of the catalogue under the Class Number X:3.4

72 DISTRIBUTION, ECONOMICS.

For documents in this Class and its Subdivisions see the Classified:
Part of the catalogue under the Class Number X:3

73 ECONOMICS.

For documents in this Class and its Subdivisions see the Classified:
Part of the catalogue under the Class Number X

Example 15 of Chap 33

74 INTELLIGENCE, CITY PEOPLE difference from RURAL PEOPLE.

For documents in this Class and its Subdivisions see the Classified:
Part of the catalogue under the Class Number Y310n35:72

75 PERSONALITY, CITY PEOPLE difference from RURAL PEOPLE.

For documents in this Class and its Subdivisions see the Classified:
Part of the catalogue under the Class Number Y310n35:7

76 CITY PEOPLE difference from RURAL PEOPLE.

For documents in this Class and its Subdivisions see the Classified:
Part of the catalogue under the Class Number Y310n35

77 RURAL SOCIOLOGY.

For documents in this Class and its Subdivisions see the Classified:
Part of the catalogue under the Class Number Y31

78 SOCIOLOGY.

For documents in this Class and its Subdivisions see the Classified:
Part of the catalogue under the Class Number Y

Example 16 of Chap 33

79 ANATOMY influencing PHYSIOLOGY.

For documents in this Class and its Subdivisions see the Classified
Part of the catalogue under the Class Number G:30r2

80 PHYSIOLOGY.

For documents in this Class and its Subdivisions see the Classified
Part of the catalogue under the Class Number G:3

.81 BIOLOGY.

For documents in this Class and its Subdivisions see the Classified
Part of the catalogue under the Class Number G

CHAPTER 38

COMPLICATED CASES AND CLASSICS

381 If a work—say a Classic, a Sacred Work, a Literary Work, or a Commentary on any of these—is a Quasi-Class and has

- 1 A proper name of its own;
- 2 An author whose name is known; and
- 3 The same digit to represent itself and its author,

there is to be a Class Index Entry using as Heading each of the following:

- 1 Name of the Work as Main Heading and Name(s) of the Author(s) as Subheading;
- 2 Name(s) of Author(s) as Main Heading and Name of the Work as Subheading; and
- 3 In the case of Multiple Author, the Names of the Authors in every permutation of them as Main Heading and Name of the Work as Subheading.

Example 1:—

| | CHAIN |
|-----------------|---|
| R66,5x1,1,2,1,1 | = Appayya Dikshita: Parimala |
| R | = Philosophy. ↓ (Sought Link) |
| R6 | = Indian philosophy. ↓ (Sought Link) |
| R65 | = Vedanta (Link-at-Telescoping-Point). ↓ (Sought Link) |
| R66 | = Advaita. ↓ (Sought Link) |
| R66, | = ↓ (False Link) |
| R66,5 | = Brahma-sutra. ↓ (Sought Link) |
| R66,5x | = Commentary on Brahma-sutra. ↓ (Unsought Link) |
| R66,5x1 | = Sankara on Brahma-sutra. ↓ (Sought Link) |
| R66,5x1, | = ↓ (False Link) |
| R66,5x1,1 | = Sankara: Brahma-sutra-bhashya. ↓ (Sought Link) |
| R66,5x1,1, | = ↓ (False Link) |
| R66,5x1,1,2 | = Vacaspatimisra: Bhamati. ↓ (Sought Link) |
| R66,5x1,1,2, | = ↓ (False Link) |
| R66,5x1,1,2,1 | = Amalananda: Kalpa-taru. ↓ (Sought Link) |
| R66,5x1,1,2,1, | = ↓ (False Link) |
| R66,5x1,1,2,1,1 | = Appayya Dikshita: Parimala. ↓ (Sought Link) |

CLASS INDEX ENTRIES

- 82 PARIMALA, APPAYYA DIKSHITA.
For documents in this Class and its Subdivisions see the Classified
Part of the catalogue under the Class Number R66,5x1,1,2,1,1
- 83 APPAYYA DIKSHITA, PARIMALA.
For documents in this Class and its Subdivisions see the Classified
Part of the catalogue under the Class Number R66,5x1,1,2,1,1
- 84 KALPA-TARU, AMALANANDA.
For documents in this Class and its Subdivisions see the Classified
Part of the catalogue under the Class Number R66,5x1,1,2,1
- 85 AMALANANDA, KALPA-TARU.
For documents in this Class and its Subdivisions see the Classified
Part of the catalogue under the Class Number R66,5x1,1,2,1
- 86 BHAMATI, VACASPATI MISRA.
For documents in this Class and its Subdivisions see the Classified
Part of the catalogue under the Class Number R66,5x1,1,2
- 87 VACASPATI MISRA, BHAMATI.
For documents in this Class and its Subdivisions see the Classified
Part of the catalogue under the Class Number R66,5x1,1,2
- 88 BRAHMA-SUTRA-BHASHYA, SANKARA.
For documents in this Class and its Subdivisions see the Classified
Part of the catalogue under the Class Number R66,5x1,1
- 89 SANKARA, BRAHMA-SUTRA-BHASHYA.
For documents in this Class and its Subdivisions see the Classified
Part of the catalogue under the Class Number R66,5x1
- 90 BRAHMA-SUTRA, ADVAITA.
For documents in this Class and its Subdivisions see the Classified
Part of the catalogue under the Class Number R66,5
- 91 ADVAITA.
For documents in this Class and its Subdivisions see the Classified
Part of the catalogue under the Class Number R66
- 92 VEDANTA.
For documents in this Class and its Subdivisions see the Classified
Part of the catalogue under the Class Number R65
- 93 INDIAN PHILOSOPHY.
For documents in this Class and its Subdivisions see the Classified
Part of the catalogue under the Class Number R6
- 94 PHILOSOPHY.
For documents in this Class and its Subdivisions see the Classified
Part of the catalogue under the Class Number R

Example 2:---

| | CHAIN |
|-------------|---|
| P35,ExM60,1 | = Sankara Rangayya and Venkatarama Sastri: Bala-vyakarana-guptartha-prakasika. |
| P | = Linguistics. (Sought Link) |
| | ↓ |
| P3 | = Dravidian linguistics. (Unsought Link) |
| | ↓ |
| P35 | = Telugu linguistics. (Sought Link) |
| | ↓ |
| P35, | = (False Link) |
| | ↓ |
| P35,E | = Modern Telugu linguistics. (Sought Link) |
| | ↓ |
| P35,Ex | = Works on modern Telugu linguistics. (Unsought Link) |
| | ↓ |
| P35,ExM | = (Fused Link) |
| | ↓ |
| P35,ExM6 | = (Fused Link) |
| | ↓ |
| P35,ExM60 | = Chinnaya Suri (Paravastu): Bala-vyakaranamu. (Sought Link) |
| | ↓ |
| P35,ExM60, | = (False Link) |
| | ↓ |
| P35,ExM60,1 | = Sankara Rangayya and Venkatarama Sastri: Bala-vyakarana-guptartha-prakasika. (Sought Link) |

CLASS INDEX ENTRIES

- 95 BALA-VYAKARANA-GUPTARTHA-PRAKASIKA, SANKARA RANGAYYA AND VENKATARAMA SASTRI.

For documents in this Class and its Subdivisions see the Classified Part of the catalogue under the Class Number P35,ExM60,1

- 96 SANKARA RANGAYYA AND VENKATARAMA SASTRI, BALA-VYAKARANA-GUPTARTHA-PRAKASIKA.

For documents in this Class and its Subdivisions see the Classified Part of the catalogue under the Class Number P35,ExM60,1

- 97 VENKATARAMA SASTRI AND SANKARA RANGAYYA, BALA-VYAKARANA-GUPTARTHA-PRAKASIKA.

For documents in this Class and its Subdivisions see the Classified Part of the catalogue under the Class Number P35,ExM60,1

- 98 BALA-VYAKARANAMU, CHINNAYA SURI (Paravastu).

For documents in this Class and its Subdivisions see the Classified Part of the catalogue under the Class Number P35,ExM60

- 99 CHINNAYA SURI (Paravastu), BALA-VYAKARANAMU.

For documents in this Class and its Subdivisions see the Classified Part of the catalogue under the Class Number P35,ExM60

- 100 MODERN TELUGU, LINGUISTICS.

For documents in this Class and its Subdivisions see the Classified Part of the catalogue under the Class Number P35,E

- 101 TELUGU, LINGUISTICS.

For documents in this Class and its Subdivisions see the Classified Part of the catalogue under the Class Number P35

- 102 LINGUISTICS.

For documents in this Class and its Subdivisions see the Classified Part of the catalogue under the Class Number P

CHAPTER 3D

MODIFICATIONS FOR DICTIONARY CATALOGUE

3D1 Terminology of Classification

3D1 All the terms defined in the Rules of Chapter 31 are applicable to the Dictionary Catalogue also. In addition, we need to borrow from the discipline of classification the term "Common Isolate".

3D191 COMMON ISOLATE

3D191 Common Isolate.—An Isolate Idea in the idea plane, that is denoted by the same Isolate Term in the verbal plane and represented by the same Isolate Number in the notational plane, to whatever Basic Class it is attached.

Any geographical Isolate is a Common Isolate. The Isolates denoted by the following terms are also Common Isolates:—

| | | |
|--------------|------------|----------------------|
| Anthology | Cyclopedia | Report of Conference |
| Bibliography | Directory | Serial |
| Biography | History | Syllabus |
| Collection | Periodical | |

3D2 Terminology of Chain Procedure

3D2 All the terms defined in the Rules of Chapter 32 are applicable to the Dictionary Catalogue also. In addition, we need also the terms defined in the succeeding Rules.

3D291 FIRST PART OF A CHAIN

3D291 First Part of a Chain.—The Part of the Chain of a Class Number, ending with the digit just

preceding the digit representing a Common Isolate, if any.

3D292 COMMON ISOLATE PART

3D292 Common Isolate Part of a Chain.—The Part of the Chain of a Class Number beginning with the digit representing a Common Isolate, if any, and ending with the digit just preceding the digit representing the second Common Isolate, if any. It may also be called Second Part of a Chain.

3D293 FURTHER PARTS OF A CHAIN

3D293 Further Parts.—The Parts of the Chain of a Class Number beginning with a digit representing a Second or a Third etc Common Isolate, if any. They may be respectively called **Third, Fourth, etc Parts of a Chain.**

3D294 KINDS OF THE LINKS

3D294 In each Part of a Class Number there may be all kinds of links such as False Link, Fused Link, Unsought Link, Sought Link, First Link, Upper Link and Lower Link.

3D295 Each Phase is also to be regarded as a Part.

3D3 Examples

The Chains of examples 3, 7 and 10 of Chap 33 are now presented as for a Dictionary Catalogue. To save space, only the Sought Links are shown in the Chain.

Example 3:—

| | | |
|----------------|---|--|
| XM,9J:51.73.N3 | = | Co-operative marketing in agriculture in USA brought upto 1930's. |
| X | = | Economics. |
| XM | = | Co-operation. |
| XM,9 | = | Co-operative industries. |
| XM,9J | = | Co-operative agriculture. |
| XM,9J:5 | = | Co-operative trade in agriculture. |
| XM,9J:51 | = | Co-operative marketing in agriculture. |
| XM,9J:51.73 | = | <i>Part 2 of the Chain begins</i> Co-operative marketing in agriculture in USA. |

Example 7:—

| | | |
|----------------|---|---|
| T9(Y31).44.N3s | = | Statistics of rural education in India brought up to 1930's. |
| T | = | Education. |
| T9(Y31) | = | Rural education. |
| T9(Y31).4 | = | <i>Part 2 of the Chain begins</i> Rural education in Asia. |
| T9(Y31).44 | = | Rural education in India. |
| T9(Y31).44.N3s | = | <i>Part 3 of the Chain begins</i> Statistics of rural education in India brought up to 1930's. |

Example 10:—

| | | |
|---------|---|---|
| F550bM6 | = | Fuel technology for glass manufacturers. |
| F | = | Technology. |
| F55 | = | Fuel technology. |
| F550bM6 | = | <i>Part 2 of the Chain begins</i> Fuel technology for glass manufacturers. |

3D4 Choice of Subject Heading

3D4 The Choice of Subject Heading in a Dictionary Catalogue is to be according to the Rules of Chap 34, using as the basis of Chain Procedure the Class Number of the Document and of each of the subjects calling for a Subject Analytical Entry.

3D40 ALTERNATIVE CHOICE

The above Rule will give Subject Entries suitable for a truly Alphabetical Catalogue, which a Dictionary Catalogue is, without any Classified Pocket at any of its points.

3D401 Classified Pockets and Neural Necessity

But, in the current practice of Subject Headings in a Dictionary Catalogue, Classified Pockets are produced, though it is against the avowed principle implicit in its very name. This is no doubt due to the inexorable hold that classified arrangement has on the human mind. I have shown in my *Prolegomena* (61) that classified arrangement is a neural necessity. That is why a pure dictionary arrangement has to be adulterated by some element of classified arrangement.

3D402 Correct Way

The correct way of meeting this neural necessity for classified arrangement is to adopt the Classified Catalogue, whose Classified Part meets the neural necessity in full measure and the Alphabetical Part satisfies the needs of the inevitable alphabetical approach in an equally full measure. The virtue of the Classified Catalogue is this holistic combination of classified as well as alphabetical arrangement, enabling each to do its best in the sphere in which it can do its best, without encroachment into the sphere of each other.

3D403 Pressure of Old Subject Heading

Since its foundation, the British National Bibliography has been adopting the Chain Procedure. It represents the first large scale, systematic, and continued, general application of the procedure. Its editorial staff has had an unusually rich chance to observe the reaction of librarians and users alike to its use. Though the BNB is a Classified Catalogue, its staff had been observing also the

reaction of those accustomed to the Dictionary Catalogue. When I visited the office of the BNB in June 1953, A J Wells, the Editor, and his colleague E J Coates told me that those who use the Dictionary Catalogue would like to have the benefit of deriving the Subject Headings mechanically and consistently from Class Numbers, but that they would like to retain some kinds of entries they had been accustomed to when they depended on Dictionaries of Subject Headings.

3D404 Classified Pockets and Habit

The problem, thus presented, was formulated in an article in the *Annals of library science* (62). It had been simmering in the mind all along. Probably, Classified Pocket is one of the major features of the traditional Dictionary Catalogue for whose retention there is a longing in those who had been accustomed to its use. This longing is perhaps the result of habit.

3D405 Versatility of Chain Procedure

The question then is: "Can there be an alternative set of Rules of Chain Procedure so as to retain such Classified Pockets in the Dictionary Catalogue?" I now find that the answer is "Yes". In fact, the Rules of Chain Procedure can be so framed as to yield several alternative patterns of arrangement of Subject Headings. Indeed the versatility of the Chain Procedure is greater than what has been realised during the last twenty years when it had been in use. If any pattern of arrangement whatever is clearly defined, a corresponding set of Rules of Chain Procedure can be framed. All that the Chain Procedure does is to mechanise the process of deriving the kind of Subject Headings implied by the pattern and to secure consistency in the Pattern.

3D406 Research to be Taken Up

The following Rules on the Choice of Subject Headings along with the other additional Rules of this Chapter form a tentative sample of one set of Alternative Rules of Chain Procedure capable of retaining one variety of Classified Pockets in a Dictionary Catalogue. It is worth attempting to construct other sets of Alternative Rules so as to secure other prescribed results. Perhaps, research into the Psychology of the Use of Catalogue and into

the various possible Alternative Rules of Chain Procedure will eventually lead us to a more improved form of Entries in the Alphabetical Part of the Catalogue.

3D49 Specific Subject Heading

3D491 The Main Heading of the Specific Subject Entry or a Subject Analytical Entry, as the case may be, contributed by a Class Number, is to be the term represented by the Last Digit of the Last Sought Link of its First Part.

3D492 to 3D4944 Similar to Rules 342 to 3444.

3D495 If the Chain of the Class Number has a Second Part, the term represented by the Common Isolate forming the First Link of that Part, or the link formed by Second Phase as the case may be, is to be added as a further Subheading.

3D496 If the Link ending with the Common Isolate has Sought Lower Links, the term represented by the Last Digit of each such Link is to be added successively as a further subheading to the extent needed for Resolution of Homonyms.

3D497 Further subheadings from the Second and the Later Parts of the Chain are to be had on the analogy of Rules 3D495 and 3D496.

3D499 *See also* SUBJECT HEADING

3D4991 There is to be a *See also* Subject Entry corresponding to each of the Sought Links of the Chain, upper or lower to the Link contributing the Main Heading of Specific Subject Entry or the Subject Analytical Entry as the case may be.

3D49911 The Main Heading of a *See also* Subject Entry contributed by a Sought Link is to be the term represented by its Last digit.

3D4992 to 3D49944 Similar to Rules 342 to 3444.

3D5 Rendering of Subject Heading

3D5 The Rendering of a Subject Heading in a Dictionary Catalogue is to be according to the Rules of Chapter 35.

3D6 *See also* Subject Entry

3D6 A Specific Subject Entry or a Subject Analytical Entry is a Book Index Entry. The Rules for these entries will therefore be given in Rules 5D2 and its subdivisions. The only General Subject Entry, falling within the purview of this Chapter, is the *See also* Subject Entry. The Rules for such an entry are given in the succeeding Rules.

3D60 SECTIONS

3D60 A *See also* Subject Entry in a Dictionary Catalogue is to consist successively of the following Sections:—

- 1 Referred-From-Heading (Leading Section);
- 2 Second Section; and
- 3 Referred-to-Heading.

3D61 REFERRED-FROM-HEADING

3D61 The Choice and Rendering of the Heading of a *See also* Subject Entry of a Dictionary Catalogue are to be made respectively in accordance with the Rule 3D4 and its Subdivisions and Rule 3D5. Each Catalogue should exercise the option to elect Rules 3D4

or 3D49 to 3D4994. The alternative chosen should be consistently followed.

3D62 SECOND SECTION

3D62 The Second Section of a *See also* Subject Entry in a Dictionary Catalogue is to consist of the Directing Words "*See also*".

3D63 REFERRED-TO-HEADING

3D63 The Referred-To-Heading of a *See also* Subject Entry in a Dictionary Catalogue is to be the same as the Heading of the Specific Subject Entry or the Subject Analytical Entry as the case may be, determined by the Chain contributing the *See also* Subject Entry.

3D631 The Rendering of the Referred-To-Heading is to be as it is in the Heading of the Specific Subject Entry or the Subject Analytical Entry mentioned in Rule 3D63.

3D7 Examples

The entries for the examples 3, 7 and 10 given in Section 3D3 are chosen for illustrating the Subject Entries in a Dictionary Catalogue.

3 The following will be the Heading for the Specific Subject Entry for the Class Number of example 3 given in Section 3D3:—

MARKETING, AGRICULTURE, CO-OPERATION, UNITED STATES.

That Class Number calls for the following *See also* Subject Entries:—

103 TRADE, AGRICULTURE, CO-OPERATION.

See also

MARKETING, AGRICULTURE, CO-OPERATION, UNITED STATES.

104 AGRICULTURE, CO-OPERATION.

See also

MARKETING, AGRICULTURE, CO-OPERATION, UNITED STATES.

- 105 INDUSTRY, CO-OPERATION.

See also

MARKETING, AGRICULTURE, CO-OPERATION, UNITED STATES.

- 106 CO-OPERATION, ECONOMICS.

See also

MARKETING, AGRICULTURE, CO-OPERATION, UNITED STATES.

- 107 ECONOMICS.

See also

MARKETING, AGRICULTURE, CO-OPERATION, UNITED STATES.

7 The following will be the Heading for the Specific Subject Entry for the Class Number of example 7 given in Section 3D3:—

RURAL EDUCATION, INDIA, STATISTICS.

The above Class Number calls for the following *See also* Subject Entries:—

- 108 STATISTICS, INDIA, RURAL EDUCATION.

See also

RURAL EDUCATION, INDIA, STATISTICS.

- 109 INDIA, RURAL EDUCATION.

See also

RURAL EDUCATION, INDIA, STATISTICS.

- 110 ASIA, RURAL EDUCATION.

See also

RURAL EDUCATION, INDIA, STATISTICS.

- 111 EDUCATION.

See also

RURAL EDUCATION, INDIA, STATISTICS.

10 The following will be the Heading for the Specific Subject Entry for the Class Number of example 10 given in Section 3D3:—

FUEL, TECHNOLOGY biased to GLASS MANUFACTURE.

The above Class Number calls for the following *See also* Subject Entries:—

- 112 GLASS MANUFACTURE biasing FUEL, TECHNOLOGY.

See also

FUEL, TECHNOLOGY biased to GLASS MANUFACTURE.

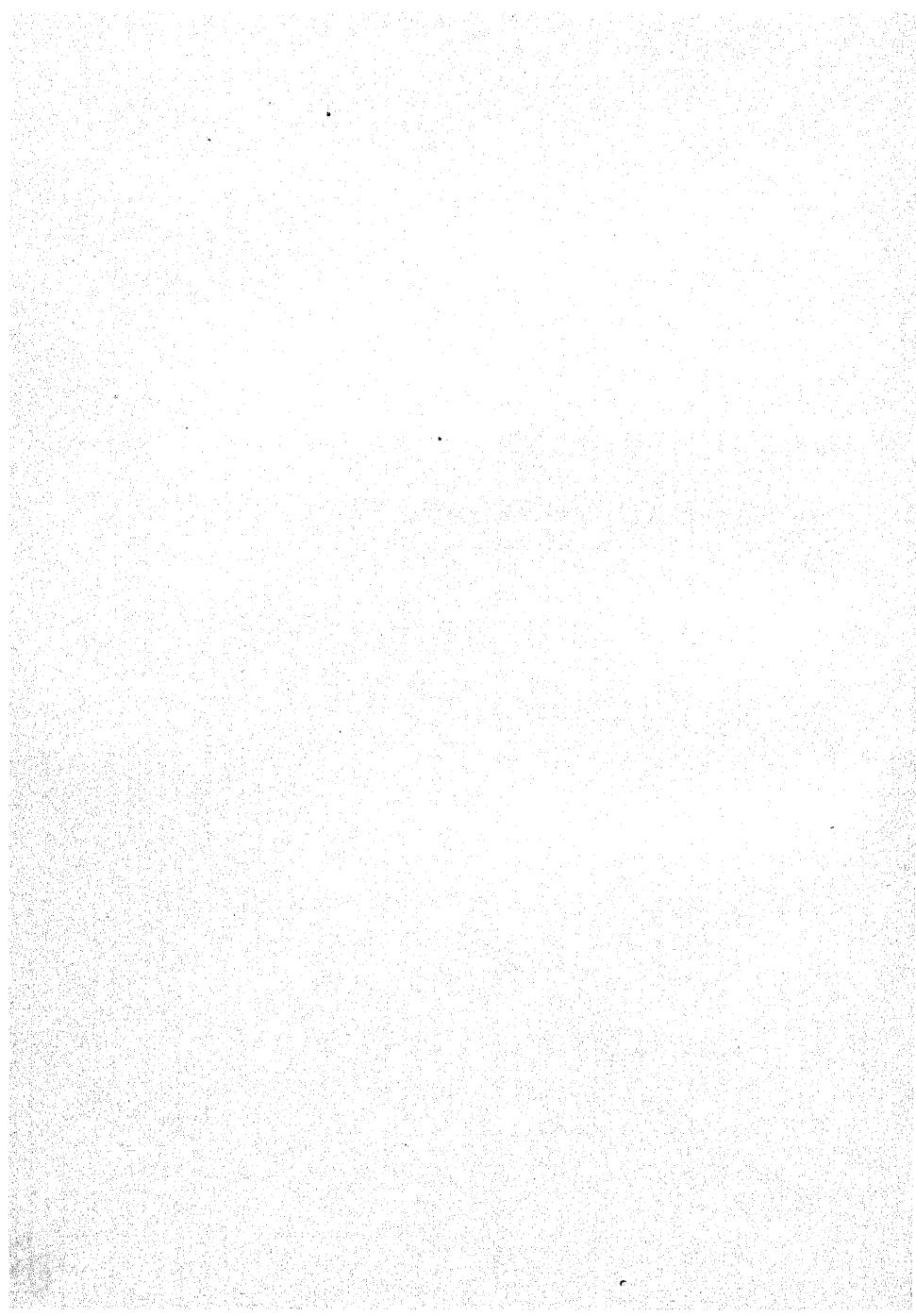
- 113 TECHNOLOGY.

See also

FUEL, TECHNOLOGY biased to GLASS MANUFACTURE.

Part 4

CROSS REFERENCE INDEX
ENTRY



CHAPTER 40

STRUCTURE AND TYPES

401 Sections

401 A Cross Reference Index Entry is to consist successively of the following Sections:—

- 1 Referred-From Heading (Leading Section);
- 2 Second Section; and
- 3 Referred-To Heading.

4011 REFERRED-FROM HEADING

As defined in Rule 15452, a Referred-From Heading consists of the word or word-group, which is usually an alternative name of the person, the geographical entity, the series, or the document respectively, mentioned in the Referred-To Heading. The Referred-From Heading is likely to be brought up by some readers while looking up the catalogue.

4012 REFERRED-TO HEADING

Referred-To Heading is the word or word-group with which a Cross Reference Index Entry ends. It is, usually, that name of a person, a geographical entity, a series, or a document, which has been preferred for use in the Main Entry or Book Index Entry concerned. It will also be seen in Chapters 44 and 45 that the Referred-From Heading can also be something other than an Alternative Name.

4013 PURPOSE

The purpose of a Cross Reference Index Entry is to invite the attention of a reader from the term he brings up to the catalogue to its equivalent term or some other term under which he can find his information. For, the catalogue uses in all Specific

Entries only the term found on the title-page and its overflow of the document catalogued. The Canon of Ascertainability forces such a course on the catalogue. In the cases covered by Chapters 44 and 45, the Law of Parsimony prescribes Cross Reference Index Entries.

4014 DEVIATION FROM CANON OF ASCERTAINABILITY

It will be seen later in Chapters 41 and 43 respectively that in certain prescribed cases, the Canon of Ascertainability may be slightly deviated from. In such a case, the Referred-To Heading will be a Uniformised Version of the terms involved, be it the name of a Sacred Work (See Rule 116) or a Classic (See Rule 117), or a Work of Literature (See Rule 118), or a Pedestrian Work (See Rule 1192).

402 Second Section

402 The Second Section is to consist of the directing term "*See*" or "*See also*", as the case may be.

If each of two or more alternative terms is used as the Heading of a Book Index Entry, when the Referred-From Heading is one of these, the directing word should be "*See also*". If, on the other hand, a Referred-From Heading is never used as the Heading of a Book Index Entry, the directing word should be "*See*". Occasions may arise when the directing term "*See*" has to be changed into "*See also*".

See the examples given in the later chapters of this Part.

403 Type of Cross Reference Index Entry

403 A Cross Reference Index Entry may be one of five types *viz*

- 1 Alternative Name Entry;
- 2 Variant-Form-of-Word Entry;
- 3 Pseudonym-Real-Name Entry;
- 4 Editor-of-Series Entry; and
- 5 Generic-Name Entry.

Each of these types will be dealt with in Chapters 41 to 45 respectively.

404 Avoidance of Duplication of Entry

404 Care is to be taken not to write a Cross Reference Index Entry suggested by a document, if an identically similar entry is already found in the catalogue.

CHAPTER 41

ALTERNATIVE NAME ENTRY

411 Choice of Referred-From Heading

411 There is to be an Alternative Name Entry, using as Referred-From Heading each of all the possible Alternative Names by which any person, any corporate body, any geographical entity, any series, or any document respectively, whose name has been used as the Heading for a Main Entry or a Book Index Entry, is known or is likely to be known.

It is difficult to make an exhaustive list of all likely Alternative Names which should be used as Headings of Cross Reference Index Entries.

The name of a Person may be changed for various reasons, such as marriage, peerage, change of religion, change of "āśrama" or status in some of the religions of India and also in some other religions, and even a fanciful desire for change. A usage Name may develop in course of time. A person may have different names in different languages.

The name of a Corporate Body may also be changed for various political, administrative, or other reasons.

Name of a Country, City or any other Geographical Entity may be changed for political, sentimental, or other reasons.

There are also some Series which have alternative names.

So also, the title of a document may change. The same document may be given different titles in different editions. The same document may also appear in different countries with different titles.

In the case of a person, a corporate body, a series, or a document, alternative name may be created by popular usage, without its being formally adopted.

In the case of an Institution, in addition to change of name either in official usage or in popular usage, there may be need to permute the words in the name so as to bring a certain significant word to the beginning of the name, since the Institution may be remembered under that catchword.

In the case of an Institution, the correct official or statutory name may be either too long or too unfamiliar. In such a case, it would be convenient to use such an unused official or statutory name as the Heading of a Cross Reference Index Entry, referring from it to the form of the name actually occurring on the title-page of the documents concerned.

It may be remarked here that the causes giving rise to Cross Reference Index Entry are many; and new causes may appear from time to time. The choice of the Alternative Names to be used as Cross Reference Index Entry Headings is not determined by the definite Canon of Ascertainability. The cataloguer has to fish for them in the market place as it were. This contingency is likely to bring in a violation of the Canon of Consistency. But there appears to be no remedy. The Choice of Alternative Names has to be left to the selective instinct of the cataloguer for what is worthwhile. Indeed it is this flair that distinguishes an efficient cataloguer from an unimaginative plodder. But it may be stated that the frequency of the demand for Cross Reference Index Entry is ordinarily small.

For convenience, the Cross Reference Index Entry cards may have red top-edges.

412 Rendering of the Referred-From Heading

412 The rendering of the Referred-From Heading of an Alternative Name Entry is to be according to the concerned Rules given in Part 2.

413 Choice of the Referred-To Heading

The Referred-To Heading of an Alternative Name Entry is to be the Heading of the related Main Entry or Book Index Entry, as the case may be.

4131 RENDERING OF THE REFERRED-TO HEADING

4131 The rendering of the Referred-To Heading of an Alternative Name Entry is to be the same as the one actually used in the related Main Entry or Book Index Entry, as the case may be.

The following examples of Cross Reference Index Entry relate to the Main Entries and the Book Index Entries given as examples in Part 5.

Examples:—

- 114 COUCH (Arthur Quiller-) (1863).

See

QUILLER-COUCH (Arthur) (1863).

and

Q.

- 115 QUILLER-COUCH (Arthur) (1863).

See also

Q.

- 116 QUILLER-COUCH (Arthur Thomas) (1863).

See

QUILLER-COUCH (Arthur) (1863).

and

Q.

The full name of the author to whom the above three Cross Reference Index Entries relate is Arthur Thomas Quiller-Couch. But it is seldom that the forename 'Thomas' occurs on the title page. Again in some cases, only the initial-name Q occurs on the title-page. Further as the surname is a compound name, it is desirable that a reference should be made from the second half of the compound name to the full name.

- 117 BIRD (Isabella) (1831).
See also
BISHOP (Isabella) (1831).
- 118 SALISBURY (1540).
See
HOWARD (Henry) (1540).
- 119 RONALDSHAY (1844).
See also
ZETLAND (1844).
- 120 ZETLAND (1844).
See also
RONALDSHAY (1844).

The last two Cross Reference Index Entries are both necessary since the author has written some books under one name and some other books under the other name.

- 121 PATTISON (Andrew Seth Pringle-) (1856).
See
PRINGLE-PATTISON (Andrew Seth) (1856).
- 122 PRINGLE-PATTISON (Andrew Seth) (1856).
See also
SETH (Andrew) (1856).
- 123 SETH (Andrew) (1856).
See also
PRINGLE-PATTISON (Andrew Seth) (1856).

The last three entries require a word of explanation. We find from the *History of the University of Edinburgh 1883-1933*, that Professor Andrew Seth assumed the name of Pringle-Pattison on succeeding to the Haining Estate in 1898. In books written by him before that date his name occurs as Andrew Seth. But in later books it occurs as Andrew Seth Pringle-Pattison. Further, an additional Cross Reference Index Entry is necessitated by the newly assumed surname being a compound one.

- 124 ANANDA MATTEYYA.
See
BENNETT (Allan).

In this case Mr. Allan Bennett assumed the name Ananda Matteyya on embracing Buddhism.

- 125 DATTA (Narendra Nath) (1863).

See

VIVEKANANDA (1863).

In this case Mr. N. N. Datta assumed the name Vivekananda, when he became a Sanyāsin. In the latter āśrama, he was familiarly known as *Swami* Vivekananda, the initial word "Swami" being an honorific prefix.

- 126 MARK TWAIN.

See

TWAIN (Mark).

- 127 MAHAJANA SABHA, (Madras).

See

MADRAS MAHAJANA SABHA.

- 128 MADRAS UNIVERSITY.

See

UNIVERSITY OF MADRAS.

- 129 PATNA UNIVERSITY, SUKHAJ RAY READERSHIP LECTURES IN NATURAL SCIENCE.

See

SUKHAJ RAY READERSHIP LECTURES IN NATURAL SCIENCE.

In the case of an endowed University Lecture, which has a name which independently individualises it, it is desirable that a Cross Reference Index Entry be given with the name of the University in the Leading Section, as is illustrated in this case.

- 130 HARIDAS SANSKRIT GRANTHA MALA.

See

KASHI-SANSKRIT-SERIES.

CHAPTER 42

VARIANT-FORM-OF-WORD ENTRY

421 Choice of Referred-From Heading

421 There is to be a Variant-Form-of-Word Entry, using as Referred-From Heading each of all possible Variant Forms in which the word(s) in the name of a person or a corporate body or a geographical entity or a document, occurring in the Heading of a Main Entry or a Book Index Entry or an Alternative Name Index Entry, has (have) occurred or is (are) likely to occur.

Variant forms may be due to transliteration from one script or language to another, difference in usage in regard to archaic, modern and other forms of spelling, and preference of singular or plural forms, masculine or feminine forms, and similar alternative morphological forms (63).

It is even possible for the name of one and the same person to occur in different transliterated forms in different documents. Any one, attempting to look up the entries with the Entry Word "Muhamad" in catalogues of documents of Islamic culture, would easily realise the magnitude of this problem.

One way of saving the time of the reader and ensuring that he does not miss any of the relevant entries in such a case is to give a sufficient number of Cross Reference Index Entries, using the different variants as Headings, all the while making the Heading of the Main Entry and the relative Book Index Entry conform to the Canon of Ascertainability.

Another way is to use a Uniformised Form of the term for all the Main Entries and Book Index Entries and to refer from every variant form to the preferred Uniformised Form. Each library should prefer one of these alternatives and fix it in its Local Code.

422 Rendering of the Referred-From Heading

422 The rendering of the Referred-From Heading of Variant-Form-of-Word Entry is to be according to the concerned Rules given in Part 2.

423 Choice of the Referred-To Heading

423 The Referred-To Heading of a Variant-Form-of-Word Entry is to be the Heading of the related Main Entry or Book Index Entry as the case may be.

4231 RENDERING OF THE REFERRED-TO HEADING

4231 The rendering of the Referred-To Heading of a Variant-Form-of-Word Entry is to be the same as the one actually used in the related Main Entry or the Book Index Entry or the Alternative Name Index Entry as the case may be.

Examples:—

- 131 BRAUNE.
 See also
 BROWN.
 BROWNE.
- 132 BROWN.
 See also
 BRAUNE.
 BROWNE.
- 133 BROWNE.
 See also
 BRAUNE.
 BROWN.

- 134 BANERJEE.
See also
BANGOPADHYAYA.
- 135 BANGOPADHYAYA.
See also
BANERJEE.
- 136 RANGANATHAN.
See also
RANGANADAM.
RANGANADHAN.
RANGANATHAM.
RENGANATHAN.
RUNGANATHAN.
and other similar variants.

CHAPTER 43

PSEUDONYM-REAL-NAME ENTRY

431 Choice of the Referred-From Heading

431 There is to be a Pseudonym-Real-Name Entry in the case of every person whose Pseudonym alone or Pseudonym as well as Real name appears in the Main Entry concerned.

4311 If the Pseudonym appears first in the Heading in the Main Entry, the Referred-From Heading in the Pseudonym-Real-Name Entry is to be the Real Name.

4312 If the Real Name appears first in the Heading in the Main Entry, the Heading in the Pseudonym-Real-Name Entry is to be the Pseudonym.

432 Rendering of the Referred-From Heading

432 The rendering of the Referred-From Heading of Pseudonym-Real-Name Index Entry is to be according to the concerned Rules given in Part 2.

433 Choice of the Referred-To Heading

433 The Referred-To Heading of a Pseudonym-Real-Name Entry is to be the Pseudonym if the Heading is the Real Name and *vice versa*.

4331 RENDERING OF THE REFERRED-TO HEADING

4331 The rendering of the Referred-To Heading, prescribed by Rule 433, is to be the same as the one actually found in the related Main Entry.

Examples:—

- 137 RUSSELL (George) (1867).

See

A E, *Pseud.*

- 138 IBAN ARABI, *Pseud.*

See

MUHAMMAD IBN ALI (Abu abdulla). al-Hatimi, al-Tai.

- 139 LAKE (Anne).

See

EKALENNNA, *Pseud.*

CHAPTER 44

EDITOR-OF-SERIES ENTRY

441 Choice of the Referred-From Heading

441 There is to be an Editor-of-Series Entry using as Referred-From Heading the name(s) of the Editor(s), if any, occurring in the Series Note in any of the Main Entries in the Catalogue.

4411 In the case of Joint-Editors, an Editor-of-Series Index Entry is to be made for each of the permuted sequences of the names.

442 Rendering of the Referred-From Heading

442 The rendering of the Referred-From-Heading of an Editor-of-Series Entry is to be according to the concerned Rules in Part 2.

443 Choice of the Referred-To Heading

443 The Referred-To Heading of an Editor-of-Series Index Entry is to be the name of the Series, found in the Note of the Main Entry concerned.

4431 RENDERING OF THE REFERRED-TO HEADING

4431 The rendering of the Referred-To Heading prescribed in Rule 443 is to be the same as it is in the Note of the Main Entry concerned.

This type of entry may be omitted under the Canon of Local Variation.

Examples:—

- 140 EGERTON (Clement) (), *Ed.*

See

BROADWAY ORIENTAL LIBRARY.

For the Main Entry concerned see Section 514, Example 176.

- 141 GETMAN (A K) (1887) and LADD (C E) (1888), *Ed.*

See

WILEY FARM SERIES.

- 142 LADD (C E) (1888) and GETMAN (A K) (1887), *Ed.*

See

WILEY FARM SERIES.

For the Main Entry concerned see Section 514, Example 169.

- 143 CAPPS (Edward) (1866), etc, *Ed.*

See

LOEB CLASSICAL LIBRARY.

For the Main Entry concerned see Section 514, Example 171.

CHAPTER 45

GENERIC-NAME ENTRY

451 Choice of the Referred-From Heading

451 Corresponding to a Book Index Entry or a Class Index Entry with the name of an Institution or of a Conference as the Heading, there is to be a Generic-Name Entry using as Heading the appropriate Generic Term, such as "Botanical Garden", "College", "Conference", "Laboratory", "Library", "Museum", "School", "University", "Zoological Garden", etc.

This type of entry may be omitted under the Canon of Local Variation. The experience of the Reference Section is that entries of this type are of use in helping readers. This is due to the name of the Institution or the Conference consisting of several words and the first word not being always the same either in official use or in popular usage. The one piece of information about which one can be sure is the Type of the Institution or the fact that it is a Conference. If all the institutions of one Type are listed under the Generic-Name of the Type, a reader will have to look through only a limited number of consecutive entries, before he can spot out the name of the particular institution sought by him, though he may remember it only vaguely. The list of the names of the several institutions of the Type indexed will indicate the precise rendering, of the name sought by him, in the Book Index Entry or the Class Index Entry which will give the information sought by the reader. Otherwise the reader may have to look up several

places in the catalogue, depending on the number of words in the name of the institution. If there are three words in the name, he may have to look up atleast in the three places corresponding to each of the words. Perhaps, he may also have to look up some of the variant forms of these words, in which he may remember them. It may even happen that he may have to look up all the places which the possible permutations of the words and their variants in the name indicate. Therefore, a Cross Reference Index Entry with the Generic-Name as Heading would save the time of the reader. Thus the Fourth Law of Library Science will be satisfied.

Of course, another possibility is to repeat the Class Index Entry and each of the Book Index Entries with the name of the Conference or Institution as Heading, under each of the possible permuted forms of the name. This would violate the Law of Parsimony. Thus Cross Reference Index Entry with the Generic-Name as Referred-From Heading is a compromise between the Fourth Law of Library Science and the Law of Parsimony.

452 Number of Generic-Name Entries

452 Corresponding to any given Institution or Conference there are to be as many Generic-Name Entries as there are permuted forms of the name of the Institution or the Conference or other alternative names for it, likely to be sought by readers.

4521 Of the several Generic-Name Entries prescribed in Rule 452, one will be called the Basic Generic-Name Entry; and the others will be called Additional Generic-Name Entries.

453 Basic Generic-Name Entry

453 In a Basic Generic-Name Entry the rendering of the Referred-To Heading is to be the same as the

one actually used in the Heading of the related Book Index Entry or Class Index Entry as the case may be.

454 Additional Generic-Name Entry

454 In an Additional Generic-Name Entry, the rendering of the Referred-To Heading is to be one of the permuted forms of the name of the Institution or Conference as the case may be, or one of its alternative names, or one of the permuted forms of an alternative name.

4541 In an Additional Generic-Name Entry, there are to be two additional sections viz fourth section and fifth section respectively.

4542 The Fourth Section of an Additional Generic-Name Entry is to consist of the directing word "*indexed as*".

4543 The Fifth Section of an Additional Generic-Name Entry is to consist of the name of the Institution or Conference, rendered exactly as it is done in the Heading of the corresponding Book Index Entry or Class Index Entry, as the case may be.

Example:—

Basic Generic-Name Entry

144 UNIVERSITY.

See also

UNIVERSITY OF MADRAS.

Additional Generic-Name Entry

145 UNIVERSITY,

See also

MADRAS UNIVERSITY.

indexed as

UNIVERSITY OF MADRAS.

It may not be necessary to have an Additional Generic-Name Entry for some of the permuted forms of the name of an Institution or a Conference. These may not have any probability to be sought by any reader. These may naturally be ignored. No doubt, this means vesting of discretion in the cataloguer. This may lead to a violation of the Canon of Consistency. But this cannot be helped.

Part 5

SINGLE-VOLUMED SIMPLE
BOOK

CHAPTER 50

SOURCE FOR MAIN ENTRY

501 Title-Page As Source

501 The Main Entry is to be made up of a reproduction of a portion of the title-page modified according to prescribed Rules, utilising, if necessary, any relevant information given in the over-flow of the title-page.

502 Title-Page Absent

502 If the title-page had not been printed, or if it had been lost in the copy of the library and could not be copied from that of a sound copy elsewhere, the title-page of the book is to be reconstructed for the purpose of these Rules from the evidence available within the book and in outside sources.

503 Multiple Title-Pages

503 If there are two or more title-pages, the one to be chosen for cataloguing purposes is to be the earliest mentioned of the following, which is available:—

- 1 that which is special to the document catalogued, *ie*, which is distinct from the generic title-page common to several documents;

- 2 that which is in the Favoured Language of the library (See Rule 051);
- 3 that which is in the language occurring earliest in the Scale of Languages of the library (See Rule 052);
- 4 that which is in the language of the main work contained in the document catalogued; and
- 5 that which is in the language of the author of the work catalogued.

504 Polyglot Title-Page

504 If the title-page is polyglot, the portion to be chosen for cataloguing purposes is to be that which is in the language earliest mentioned in the following, which is available:—

- 1 the favoured language of the library;
- 2 the language occurring earliest in the Scale of Languages, of the library; and
- 3 the language of the work catalogued.

CHAPTER 51

MAIN ENTRY

510 SECTIONS OF MAIN ENTRY

510 The Main Entry is to consist successively of the following Sections:—

- 1 Call Number (Leading Section);
- 2 Heading;
- 3 Title Section;
- 4 Note Section, if any;
- 5 Accession Number; and
- 6 Tracing Section.

As it has been stated already in Section 1571, the Main Entry is the fullest entry for a book. It is also the basic entry which contains the data for all other entries. In fact, this Code goes even further and provides for an explicit statement in the Main Entry itself of all the entries that are made for a book. (*See Rule 516 and its subdivisions.*)

5101 BIBLIOGRAPHICAL CATALOGUE

It is by no means easy to decide what details should be given in the Main Entry. We have at the one extreme the practice of making the Main Entry the fullest possible bibliographical description of the book. Here is a specimen of such a full description of the 1922 edition of the *Forsyte saga* of John Galsworthy:—

GALSWORTHY (John).
The Forsyte saga.

THE FORSYTE SAGA | BY | JOHN GALSWORTHY | 19 [*Publisher's device*] 22 |
[*Line*] | LONDON: WILLIAM HEINEMANN, [1922].

Pp. xvi + 1104, Cr. 8vo, consisting of:—

A blank leaf, pp. [i, ii]; half-title, with a list of Works 'By the same Author' on verso, pp. [iii, iv]; title page (verso blank), pp. [v, vi]; dedication to the Author's wife (verso blank), pp. [vii, viii]; [Genealogical Table of the Forsyte family]; Preface, pp. ix-xii; contents, pp. xiii-xvi; divisional half-title, with dedication of *The Man of Property* on verso, pp. [1, 2]; and text, pp. [3]-1104 (Printers' imprint on p. 1104).

Issued in green grained cloth; lettering on spine, and, with monogram on front cover, all gilt, a line behind just inside edges of front cover. Publisher's device blind in lower right corner of back cover. Top edges green, fore and lower rough-trimmed.

CONTENTS

The Man of Property.
Indian Summer of a Forsyte.
In Chancery.
Awakening.
To Let.

Such an elaborate description may be of use in the case of the oldest printed books known as *incunabula*. But in modern books and for the ordinary service-libraries, it is unnecessary. Cutter's remarks (64) on the influence of bibliography on library cataloguing are worth quoting, "Bibliographers have established a cult of the title-page; its slightest peculiarities are noted; it is followed religiously, with dots for omissions, brackets for insertions, and uprights to mark the ends of lines; it is even imitated by the facsimile type or photographic copying. These things may concern the cataloguer of the Lenox Library or the Prince Collection. The ordinary librarian, in general, has nothing to do with them."

5102 INVENTORY CATALOGUE

We have at the other extreme the practice of making the Main Entry sufficiently meagre to be completed in a single line. This can happen only in an Inventory Catalogue.

5103 SERVICE-LIBRARY CATALOGUE

There are all imaginable intermediate positions taken up by the cataloguers in different libraries (65). In this *Code* this Rule lays down the Sections that the Main Entry should have. The succeeding rules of this chapter elaborate the way in which each section is to be constructed.

5104 IMPRINT

It will be noticed that two sections which are still lingering in Catalogue Codes are omitted, *viz*, collation and imprint. The persistence of these two sections is really due to the tradition of the printed catalogue. But in a modern service-library, which is rightly compared to a workshop rather than a museum and which replaces the printed catalogue by the manuscript or type-written card catalogue, it is felt that the information contained in these two sections is seldom sought by the majority of readers and therefore is to be regarded as unnecessarily over-crowding the card. For the few that do want them, the published trade bibliographies, or the Accession Register of the library may be made to furnish the requisite information.

5105 YEAR OF PUBLICATION

Further, with regard to the Year of Publication, it is contained in the Call Number, if the Colon Classification is used. If any other Scheme of Classification, which does not give the year of publication in the Call Number of the book, is used, the Year of Publication may be added at the end of the Title Section of the Entry, as an additional sentence.

5106 FORMAT AND COLLATION

With regard to collation, the exact size is not usually of prime importance to most of the readers. On the other hand, every reader would like to have some rough indication whether the book is of normal size or not—in particular, whether it is a pamphlet or a giant folio or whether it contains too many plates. A reference to Rule 0791 and its subdivisions will show the simple devices which can be used for conveying such information.

5107 ACCESSION NUMBER

The insertion of the Call Number as the first section of the Main Entry needs no explanation in a Classified Catalogue. The provision for entering the Accession Number in the fifth section of the Main Entry is, no doubt, unusual. It is not intended for the reader's eye. In fact, Rule 1735 lays down that it is to be written at the left end of the bottom-most line of the card to reduce the chances of its catching the eye of the reader to a minimum. The reason for inserting it at all is purely administrative. It is to act as a link between the Accession Register and the Catalogue (66).

5108 TRACING SECTION

The purpose of the Tracing Section is to facilitate the removal of all the related cards, when a book is weeded out from the library. This is of use to the Maintenance Section. It is also of help in co-ordinating the work of the Technical Section at the time of cataloguing.

5109 ANNOTATION

An additional section entitled "Annotation" is sometimes added, explaining in a few words the importance or special features of the book, the status of the author and so on, without introducing any critical opinion of the cataloguer (67).

511 Call Number

511 The Call Number is to be taken from the back of the title-page.

The Call Number would have been assigned by the classifier in accordance with the Rules of Classification.

The following Rules govern the writing of the Call Number:—

| RULE | PURPORT |
|------|--|
| 0712 | Instrument for writing (pencil) |
| 0713 | Style of writing (library hand) |
| 072 | Position (start on the first Vertical) |

512 Heading**5121 CHOICE**

5121 The Heading is to consist of the earliest of the following which the book admits and the Rules of Chap 14 prescribe as the Author:—

- 1 The name of a Personal Author;
- 2 The names of Joint Personal Authors;
- 3 The name of a Corporate Author;
- 4 The names of Joint Corporate Authors;
- 5 A pseudonym or two or more pseudonyms;
- 6 The name of a Collaborator;
- 7 The names of Joint Collaborators; and
- 8 The Title of the Document.

5122 RENDERING

51221 Names of persons and corporate bodies, pseudonyms with structure like that of a name-of-person, and titles of documents are to be rendered according to the Rules of the concerned Chapters of Part 2.

51222 A Pseudonym, not having the structure of a name-of-person, is to be written as it occurs on the title-page of the document, without any permutation of the elements constituting it.

5123 INDIVIDUALISING ELEMENT

5123 Whenever needed, the necessary Individualising Element is to be added to the name forming the Heading, as prescribed in the subdivisions of Rule 17.

The following Rules govern the writing of the Heading:—

| RULE | PURPORT |
|------|---------------------------------|
| 0711 | Writing fluid |
| 0713 | Style of writing (library hand) |
| 0731 | Position of first line |
| 0732 | Position of other lines |

5124 JOINT AUTHORS

51242 TWO AUTHORS

51242 If the title-page contains the names of two and only two Joint Authors, both the names are to be used as the Heading with the conjunction 'and' connecting them.

Examples:—

- 1 SRINIVASAN (G A) and KRISHNAMACHARI (C).
- 2 KUPPUSWAMI SASTRI (S) and CHINTAMANI (T R).
- 3 HARKNESS (James) and MORLEY (Frank).
- 4 AMERICAN LIBRARY ASSOCIATION and LIBRARY ASSOCIATION (Great Britain).
- 5 INDIAN STANDARDS INSTITUTION, DOCUMENTATION SECTION and INSDOC, TECHNICAL COMMITTEE.

51243 THREE OR MORE AUTHORS

51243 If the title page contains the names of three or more Joint Authors, the name of the first mentioned author alone is to be used as the Heading and the word 'etc' is to be added thereafter.

If there is provision for ignoring all but the first author in the case of joint authors, it may be asked why should not such a procedure be adopted uniformly in all cases of joint authorship even if the number of authors is two. The special treatment given

to the number 'two' and denied to the number 'three' and the greater numbers, is purely out of deference to the habit of readers. It is found from experience that books by two authors are usually referred to by the names of both the authors, as 'Harkness & Morley', 'Beaumont & Fletcher', 'Jathar & Beri' and so on. But such a practice does not obtain when the number of authors is greater than two. But then, why not secure uniformity by mentioning the names of all the joint authors in all cases? Because, it becomes unwieldy and inconveniently crowds the card. And as it has been said, the readers do not, generally, remember all the names.

Example:—

RANGANATHAN (Shiyali Ramamrita) (1892) etc, is the Heading for the *Union catalogue of learned periodicals in South Asia* (1953), which has 20 other joint authors.

5125 PSEUDONYM

5125 If the title-page gives only a Pseudonym in the place of the author's name, the Pseudonym is to be used as the Heading and it is to be followed by the Descriptive Element '*Pseud*'.

It is to be remembered that the Descriptive Element is to be underlined and preceded by a comma, as prescribed in Rule 0743.

Examples:—

LIBRA, *Pseud.*

TWAIN (Mark), *Pseud.*

X Y Z, *Pseud.*

51251 If the title-page gives the real name of the author also in a subordinated manner, it is to be added in circular brackets after the Descriptive Element '*Pseud*'. The real name of the author is to be preceded by the symbol '*ie*'. The bracket is to be preceded by a comma.

Example:—

TWAIN (Mark), *Pseud*, (*ie* Samuel Langhorne Clemens).

512511 If the title-page gives the real name of the author and adds the Pseudonym in a subordinated manner, the former is, to be chosen for the heading. The latter is to be added after it and enclosed in circular brackets. The Descriptive Element '*Pseud*' is to be added within the brackets. The bracket is to be preceded by a comma.

51252 If the real name of the author can be found out from outside the work, it is to be added in square brackets after the Descriptive Element '*Pseud*'. The real name of the author is to be preceded by the symbol '*ie*'. The bracket is to be preceded by a comma.

512522 If a Pseudonym represents two joint authors and if the real names of the joint authors be known, the symbol '*ie*' which comes after the Pseudonym is to be followed by the real names of both the authors. Their names are to be connected by the word 'and'.

512523 If a Pseudonym represents three or more joint authors and if the real names be known, the symbol '*ie*' which comes after the Pseudonym is to be followed by the real name of one of the authors alone which itself is to be followed by the word 'etc'. The name to be written is to be chosen on the basis of some appropriate principle if available or otherwise arbitrarily.

Examples:—

- 1 ABDU'L HASAN, *Pseud.*, [*i e* George Steele Seymour.]
- 2 AN AMERICAN, *Pseud.*, [*i e* James Fenimore Cooper.]
- 3 A E, *Pseud.*, [*i e* George Russell].
- 4 LIBRA, *Pseud.*, [*i e* Shiyali Ramamrita Ranganathan].
- 5 ARTHUR (T C), *Pseud.*, [*i e* Arthur Travers Crawford].
- 6 CONARD (Joseph), *Pseud.*, [*i e* Joseph Conard Korzeniouski].
- 7 J—S G—Y, *Pseud.*, [*i e* James Gray].
- 8 EKALENNNA, *Pseud.*, [*i e* Anne Lake].
- 9 CYCLA, *Pseud.*, [*i e* Helen Clacy].
- 10 EHA, *Pseud.*, [*i e* Edward Hamilton Aitken].
- 11 BELL (J Freeman), *Pseud.*, [*i e* Israel Zangwill and L Cowen].
- 12 TWO BROTHERS, *Pseud.*, [*i e* Alfred Tennyson and Charles Tennyson].

51253 If there are two or more Pseudonyms occurring in the place of the authors' names, they are to be connected by the conjunction "and".

Example:—

J K F R S and S A Sc, *Pseud.*, [*i e* James Keir].

5126 COLLABORATOR HEADING

Choice and Rendering

5126 If the title-page does not give the name of a Personal Author or the names of Joint Personal Authors or indicate Corporate Authorship or give a Pseudonym or Pseudonyms in the Author Statement but contains the name of a collaborator, that name is to be used as the Heading and a Descriptive Element is to be added thereafter indicating the role of the person.

...

It is to be remembered that the Descriptive Element is to be underlined and preceded by a comma as prescribed in Rules 0743 and 0772.

Examples:—

- 1 In the case of the book whose title-page reads "The | Oxford Book | of English prose | chosen & edited by | Sir Arthur Quiller-Couch",
the Heading is to be

QUILLER-COUCH (Arthur) (1863), *Ed.*

- 2 In the case of the book whose title-page reads "Selected Russian | short stories | chosen and translated by | A E Chamot",
the Heading is to be

CHAMOT (A E) (1855), *Comp and Tr.*

- 3 In the case of the book whose title-page reads "Nineteenth | century life | *Selected by Kathleen Tracey*",
the Heading is to be

TRACEY (Kathleen), *Comp.*

51262 If the title-page gives the name of each of two or more of the kinds of collaborators enumerated in the definition in Rule 126, the name belonging to one and only one kind is to be chosen as Heading. The name of the one making a more important contribution than the others is to be chosen.

Examples:—

- 1 In the case of the book whose title-page reads "The | Vedānta sūtras | with the commentary of | Rāmānuja | translated by | George Thebaut",
the Heading is to be

RĀMĀNUJA, *Comm.*

- 2 In the case of the book whose title-page reads "Norway's | best stories | an introduction to modern | Norwegian fiction | translations by Anders Orbeck | A selection of short stories by | . . . | edited by Hanna Astrup Larsen",

the Heading is to be

LARSEN (Hanna Astrup) (1873), *Ed.*

51263 In the case of commentaries with the text complete, if the commentary is of primary importance and not the text, the name of the commentator is to be used as the Heading, notwithstanding Rule 5121.

Example:—

In the case of the book whose title-page reads “Vedanta Darsana | with commentary, | Brahmanritavarsini | by | Sri Rāmananda Sarasvati Swami | edited by | S Vyankata-ramana Aiyar, B.A., B.L.”,

the Heading is to be

RĀMANANDA SARASWATI, *Comm.*

It may be stated here that the initial word ‘Sri’ and the final word ‘Swami’ are omitted from the name of the author as they are merely honorific “puffs”.

5127 If the title-page gives two or more names of the category contributing to the Heading in accordance with Rule 5126 and its subdivisions, the Heading is to be written on the analogy of Rule 5124 and its subdivisions.

Examples:—

- 1 In the case of the book whose title-page reads “Chief British poets | of the fourteenth and | fifteenth centuries | selected poems | edited with explanatory | and biographical notes | by | W A Neilson | *Professor of English* | and K G T Webster | *Assistant Professor of English* | Harvard University ”,

the Heading is to be

NEILSON (William Allan) (1869) and WEBSTER (Kenneth Grant Tremayne) (), *Ed.*

2 In the case of the book whose title-pages reads "The | Cambridge | ancient | history | edited by | J B Bury, M.A., F.B.A. | S A Cook, Litt. D | F E Adcock, M.A.", the Heading is to be

BURY (John Bagnell) (1861), etc, *Ed.*

3 In the case of the book whose title-page reads "Vinaya texts | translated from the Pali | by T W Rhys Davids | and | Hermann Oldenberg", the Heading is to be

DAVIDS (Thomas William Rhys) (1843) and OLDENBERG (Hermann) (), *Tr.*

5128 TITLE OF THE DOCUMENT

5128 If a book is a general biographical dictionary or an encyclopaedia belonging to the class Generalia, or Science General or Useful Arts or Social Science, or if the Heading cannot be chosen in accordance with any of the other Rules of this Chapter, the Title of the document, excluding an initial article or an initial honorific word, if any, is to be used as the Heading.

51281 If the name of the author can be found out from any other part of the work, it is to be added after the Title within circular brackets and is to be preceded by the word 'by'.

Example:—

WILLIAM ERNEST Johnson (by C D Broad).

In this case, the title page-reads only as

"William Ernest | Johnson | 1858-1931."

But the author's name occurs at the end of the book.

51282 If the name of the author can be found out from outside the work, it is to be added, after the

title, within square brackets and is to be preceded by the word 'by'.

Example:—

LIZZIE LEIGH [by E C Gaskell].

513 Title Section

5130 The Title Section is to consist of one, two or three parts, according to the nature of the information contained on the title-page and its back, giving successively in a single paragraph;

- 1 The title;
- 2 Information regarding collaborators; and
- 3 The edition.

51301 The first two parts are to be deemed to form a single sentence and the third part, another sentence.

The title-page of a book usually contains one or more of the following items:

- 1 the name of the series to which it may belong;
- 2 the name(s) of the editor(s) of the series;
- 3 the title of the book;
- 4 the name(s) of the author(s) and their qualifications, positions, etc;
- 5 the name(s) of the collaborator(s) including writers of subsidiary parts like the preface, introduction, appendix, etc with their respective qualifications, etc, and a description of their respective roles;
- 6 the specification of the edition;
- 7 information about illustrations;
- 8 mottoes and the printer's or publisher's device; and
- 9 the imprint.

The specification of the edition may be found on the back of the title-page.

The *Anglo-American code* would reproduce in the Title Section all the above items except " 1 " and " 8 " and indicate the omission of even these by "...". This is largely traceable to the influence of the full bibliographical description, referred to in the commentary on Rule 510. A slightly greater divergence from the bibliographical ideal is to omit " 4 " also and indicate its omission by "...". A further simplification is to omit also the names of writers of subsidiary parts of the book, unless the subsidiary portion covered by it is particularly important.

But except in *incunabula* and other books of exceptional rarity or oddity, this superstitious veneration of the title-page and the halting and partial deviation from the tradition of descriptive bibliography must give place to a bold assertion of the cataloguer's independence of the rule for descriptive bibliography. If the purpose of a library catalogue is borne in mind, it is bound to be conceded that, other things being equal, that title-portion is best which can be taken at a glance. With this in view and in view of what has been said about " 9 " in Rule 5104, this code would confer the right of contribution to the Title Section on " 3 ", " 5 " and " 6 " only. It would throw off the yoke of bibliographical tyranny by refusing, further, to indicate the omissions of the other parts, by dots or in any other way.

5131 TITLE

5131 The first part of the first sentence is to be in accordance with the Rules of Chap 26.

5132 COLLABORATORS

5132 Subject to the subdivisions of this Rule, the second part of the first sentence is to be a transcription or transliteration as the case may be, of that part of the title-page which gives the information mentioned in category ' 2 ' of Rule 513.

Only the Pure Name (See Rule 1844) of each collaborator is to be given. There should be no permutation of the words in the name.

513201 In the case of a translation, the edition or other specification of the original, if any, is not to be ignored.

51321 The names, which occur in this part of the title-page but have been used to contribute to the Heading, are to be ignored.

Examples:—

146 (a) 113N30

SCHNEIDER (Georg) (1876).

Handbuch der Bibliographie. Ausg 4.
62168

147 A.56 fKvN3 N12

ROYAL SOCIETY OF LONDON.

Record. Ed 3.

15449

In this book, the title-page reads,

“The record | of | the Royal Society | of London | third
edition | entirely revised and enlarged.”

The Heading is supplied by the cataloguer and the words in the last line are ignored.

148 Av5.G5 N27

HASKINS (Charles Homer) (1870).

Studies in the history of mediaeval science. Ed 2.
59915

In this example, the official position of the author, though mentioned on the title-page, has been ignored.

149 B 122N14

ZORETTI (Ludovic) (1880).

Lecons de mathematiques generales etc.
13617

In this case, the designation of the author, viz, “Professeur a la faculte des sciences de Caen”, given on the title-page, has been ignored. Further, the words “avec une preface de P. Appell” have been replaced by “etc” as the preface is not of great importance.

150 C306D3 N27

DAVIS (A H) (1892) and KAYE (George William Clarison) (1880).
Acoustics of buildings.
44654

In this example the academic distinctions and the official positions of the authors have been ignored though given on the title-page and the initials of one of them have been expanded.

151 F N04

WAGNER (Rudolf Von) (1805).
Manual of chemical technology tr and ed by William Crookes
from the thirteenth German ed, rev by Ferdinand Fischer.
11752

The title-page of this book reads as follows:—

“Manual | of | chemical technology | by | Rudolf Von
Wagner | translated and edited by | Sir William Crookes,
FRS | past pres. C S, pres. Inst. E E | from the thirteenth
enlarged German edition as remodelled by | Dr. Ferdinand
Fischer | with 596 illustrations | reprinted 1904.”

Fischer's preface makes it clear that the revision is substantial but not sufficient to replace the name of Wagner by that of Fischer in the heading.

152 H N28

BRIGHAM (Albert Perry) (1855).
Geology rev by Frederick A Burt.
52141

In this book, the title-page is as follows:—

“Geology | by | Albert Perry Brigham, sc. D., L.H.D., LL.D.,
| Professor of Geology in Colgate University | revised and
expanded by Frederick A Burt, B.S., F.A.A.S., | Associate
Professor of Geology in the Agricultural | and Mechanical
College of Texas.”

153 O-6xM8 N25

QUILLER-COUCH (Arthur) (1863), *Ed.*
Oxford book of English prose.
35282

A copy of the title-page of this book has been given as example 1 under Rule 5126.

154 P N32

GARDINER (Alan Henderson) (1879).
Theory of speech and language.
74793

In this book, the title-page is as follows:—

“The theory of | speech and | language | by | Alan H. Gardiner | Fellow of the British Academy.”

155 R66,5x3,1 15N16

RAMANANDA SARASWATI (1300?), *Comm.*
Vedanta darsana with comm Brahmanritavarsini ed by S Vyankataramana Aiyar.
17392

The title-page of this book is both in Sanskrit and in English and the English portion has been transcribed in the example 1 under Rule 51263.

156 T:64p441,N32 N32

HEALTH PROPAGANDA BOARD (Madras), MEDICAL INSPECTORS.
(Conference of—)
Proceedings, etc.
73882

The title-page of this book reads:—

“Proceedings of the conference of | medical inspectors of schools | with a foreword | by | W E Smith, Esq., M.A., | Director of Public Instruction, Madras. | Health Propaganda Board. | Madras.”

The foreword is not of sufficient importance and hence the portion of the title-page relating to it is replaced by “etc”.

157 T3:2,(A) N27

GREAT BRITAIN, EDUCATION (Board of—), ADULT EDUCATION (Committee).
Natural science in adult education.
46399

In this case, the title-page contains the title only. The heading had to be re-constructed from the information contained in the book.

158 V44.11xN10 N17

INDIA. VICEROY AND GOVERNOR GENERAL (1910-15) (Hardinge).
Speeches.
50398

In this case, the title-page reads as follows:—

“Speeches of | His Excellency, the Right Hon’ble | Baron
Hardinge of Penhurst, | G.C.B., G.M.S.I., G.C.M.G., G.M.I.E.
G.C.V.O., I.S.O., C.V.O., | Viceroy and Governor General of
India, | 1910-1916.”

159 V441.N3 N33

MADRAS.
Madras Presidency, 1881-1931.
74723

160 X N29

TURNER (John Roscoe) (1882).
Introduction to economics.
34459

In this example the only words ignored are those giving the official position of the author, viz, “Professor of Economics and Dean of Washington Square College, New York University.”

161 Y N33

COOLEY (Charles Horton) (1864), etc.
Introductory sociology.
74751

The title-page of this book reads as follows:—

INTRODUCTORY SOCIOLOGY

CHARLES HORTON COOLEY

Late Professor of Sociology in the University of Michigan

LOWELL JUILLIARD CARR AND ROBERT COOLEY ANGEL

Assistant Professor of Sociology in the University of Michigan. *Associate Professor of Sociology in the University of Michigan.*

TWO COLLABORATORS

51322 Subject to Rule 51321, if two Names occur under any one kind of collaborator both the names are to be written out.

Example:—

162 ND44,C N17

FOUCHER (Alfred) (1865).

Beginnings of Buddhist art . . . tr by L A Thomas and F W Thomas.
etc.

9216

In this book, the title-page reads:

“The beginnings of | Buddhist art | and other essays | in
Indian and Central-Asian archaeology | by | A Foucher | of
the University of Paris | revised by the author and translated
by | L A Thomas and F W Thomas | with a preface by
the latter.”

THREE OR MORE EDITORS ETC

51323 Subject to Rule 51321, if three or more names occur under any kind of collaborator, the first name alone is to be written out followed by the word ‘etc’.

Example:—

163 BxM87 N27

RAMANUJAN (Srinivasa) (1887).

Collected papers ed by G H Hardy etc.

46878

In this book, the title-page reads:

“*Collected papers of* | Srinivasa Ramanujan | *edited by* |
G H Hardy | P V Seshu Aiyar | *and* | B M Wilson.”

5133 EDITION

5133 Information regarding edition is to be given only in the case of the second and later editions and editions having special names.

51331 If the edition is to be described numerically, the appropriate number is to be written after the word ‘Ed’.

e g, Ed 5.

51332 If the edition has a special name, initial article and honorific word, if any, are to be omitted.

e g. Centenary ed.

514 Note

5140 The note, if any, is to be written as a single paragraph made up successively of one or more of the following parts, in so far as they are applicable to the book :—

- 1 Series note ;
- 2 Multiple series note ;
- 3 Extract note ;
- 4 Change of title note ;
- 5 Extraction note ; and
- 6 Associated book note.

There has been always some difference of opinion with regard to the utility of mentioning the series to which a book belongs and with regard to giving a series index entry to a book. Quinn seems, for example, to suggest a compromise.

“Experience goes to prove that such entries have little practical value and are sometimes dispensed with altogether. The statement in the main entry showing that the book belongs to a particular series, is found to be sufficient for most purposes, especially in such a series as the *International Scientific* where the subjects are so varied as to have no unity, no relation to one another, or characteristics in common. There is something to be said in favour of a series-entry in the case of a bibliographical or similar series where the various volumes are more or less akin or connected in subject, though it is seldom that people either want to read through a series systematically or wish to know what volumes are contained in it.

“Probably it is more desirable to enumerate under a series-heading the works published in connection with lecture trusts like

the Bampton, Boyle, Gifford, Hibbert, Hulsean, Swarthmore; and others as they are usually founded to advocate some special purpose, and therefore each book in the series has some underlying similarity " (68).

51401 A note of each of the first two kinds is to be enclosed in circular brackets and deemed to be a separate sentence unless otherwise specified.

51403 A Note of each of the last four kinds is to be put within inverted commas.

5141 Series Note

RENDERING

5141 A Series Note is to consist successively of

- 1 The name of the series, omitting the initial article or honorific word, if any ;
- 2 The words "ed by", followed successively by the name(s) of the editor(s) of the series, if the series has editor(s);
- 3 A comma ; and
- 4 The serial number.

See Rules 1351 to 1354 for definition of 'Series'.

See Rules 0731, 0732 and 0734 for place and style of writing respectively.

51410 If the name of the series occurs in several parts of the book with variant forms, use that which gives the maximum information required.

51411 If the name of the series does not individualise it, without the addition of the name of the Corporate Body, if any, which is publishing or sponsoring the series, the name of that Body is to be

added before or after the name of the series, whichever is appropriate, with the necessary connecting words and punctuation marks, if any.

See examples 164-167, 169, 172, 174 and 176 under Rule 51416.

51412 If the name of the series is made up of two names, those of a major series and a minor series, the volumes are not serially numbered in the major series, and the name of the second series alone does not individualise it, the names of both the series are to be given successively with a comma separating them.

See example 177 under Rule 51416.

51413 If there are two editors, the names of both are to be written with the conjunction 'and' connecting them.

See example 171 under Rule 51416.

514133 If there are three or more editors, the name of the first editor alone is to be written followed by the word, 'etc'.

See examples 173 and 175 under Rule 51416.

51414 The Serial Number is to be the Number indicating the position of the book in the series, as is given by the publisher.

See examples 165-168, 176 and 177 under Rule 51416.

51415 If the publisher has not assigned serial numbers, the books are to be given serial numbers in the sequence of the accession or in any other convenient sequence.

See examples 164, 171, 173, 178 and 179 under Rule 51416.

51416 If more appropriate, the serial number may be replaced by a year or a year and a number or any other similar entity appropriate to the book.

See examples 169, 170, 172, 174 and 175, given below.

Examples:—

164 2 p7N29

LIBRARY MOVEMENT, a collection of essays by divers hands etc.
(Madras Library Association, publication series, 1).
42008

Information about foreword and message, contained in the title-page is replaced by "etc" as they do not form a substantial part of the book.

165 2 N57

RANGANATHAN (Shiyali Ramamrita) (1892).
Five laws of library science. Ed 2.
(Madras Library Association, publication series, 23).
166519

166 2:51N3 qN57

RANGANATHAN (Shiyali Ramamrita) (1892).
Colon classification. V 1. Basic classification, Ed 5.
(Madras Library Association, publication series, 22).
166666

167 2:551N qN58

RANGANATHAN (Shiyali Ramamrita) (1892).
Classified catalogue code with additional rules for dictionary
catalogue code. Ed 4.
(Madras Library Association, publication series, 24).
167000

In the above four examples, the bare name of the series, viz "Publication series" is not sufficient to individualise it. Hence, the name of the Corporate Body publishing the series is prefixed, as required in Rule 51411.

The name of the series is not given on the title-page, but is given on the half-title page in the last three books, and the serial number also occurs there.

But in the case of example 164, the name of the series does not occur anywhere in the book. However, the later publications forming examples 165 to 167 definitely refer to this book as the first volume of the series. Hence, the series note is added in its case also. This is an extreme example of the cataloguer having to use information outside the book to form the note. But such cases will be only very occasional.

168 B 113N10

SCHUBERT (Hermann) (1848).
 Elementare Arithmetik und Algebra. Aufl. 2.
 (Sammlung Schubert, 1).
 54497

In this book the name of the series is printed as the first line of the title-page and the serial number also is printed along with it.

169 C9B2 N31

SAHA (Megh Nad) (1893).
 Six lectures on atomic physics.
 (Patna University, readership lectures, 1928).
 74937

In this book, the information about the name of the series is given on the title-page in the form "Readership lectures delivered before the Patna University, 1928". The name of the University has to be prefixed to the name of the series, in accordance with Rule 51411, as the name of the series does not get individualised without this addition.

In a case like this, it is more convenient to replace the serial number by the year number as provided for in Rule 51416.

170 E:2131:(C9D8:47) N31

SEN (Hemendra Kumar) ().
 High temperature flames and their thermodynamics.
 (Sukhraj Ray readership lectures in natural science, 1926 | 1927).
 74939

In this book, the title-page gives the additional information that this readership lecture series is of the Patna University. But,

the name of the series gets individualised even without prefixing the name of the university. Hence Rule 51411 is not applicable.

But it will be seen in Rule 411 that the name of the series with the name of the University prefixed to it is to be treated as an alternative name of the series for cross-reference purposes.

In this case also, the year may well take the place of the serial number in accordance with Rule 51416.

171 J:1 N30

WORTHEN (Edmund L) (1882).

Farm soils, their management and fertilisation.

(Wiley farm series ed by A K Getman and C E Ladd, 2).

55145

The names of the series and of its joint editors are given on the half-title page. As there are only two editors for the series, the names of both of them are given in the note in accordance with Rule 51413.

Although the volumes of the series are not actually numbered by the publisher, the verso of the half-title page gives a list of the volumes of the series, in which the name of this book occurs as the second. Hence the serial number of the book is fixed as " 2 " in accordance with Rule 51415.

172 L25:4241:4 N30

LEWTHWAITE (Raymond) ().

Experimental tropical typhus in laboratory animals.

(Bulletin of the Institute for Medical Research (Federated Malay States) 1930, 3).

70697

In this case, the name of the series occurs on the title-page. The numbering of the volume is also given there. Each year, a varying number of volumes is published. The volumes published each year are numbered amongst themselves serially. Hence the serial number is given as " 1930,3 " in accordance with Rule 51416.

173 O13,5C58x 111N27

ISAEUS.

[Works], tr by Edward Seymour Forster.

(Loeb classical library ed by E Capps, etc, 202).

53421

The names of three editors are mentioned under the name of the series, which is given on the half-title page. Hence the name of the first mentioned editor alone is given in accordance with Rule 514133.

The serial number is not given anywhere inside the book but it is blind-tooled near the lower back-corner of the cloth cover of the end board forming the publisher's case.

174 R3,(Q:368) N22

PRINGLE-PATTISON (Andrew Seth) (1856).

Idea of immortality.

(Gifford lectures, University of Edinburgh, 1922).

40001

In this case, although the name of the series contains a personal name, it does not individualise the series, as by the will of Lord Gifford, there are four sets of Gifford lectures delivered in the four Scottish University centres. Hence, the name of the centre has to be added to the name of the series to individualise it.

It is easily seen that, in a case like this, it is more convenient to use the year of delivery of the lecture instead of the serial number, *i e*, to follow Rule 51416.

175 O:g(S:43)H1 N27

BUNDY (Murray Wright) ().

Theory of imagination in classical and mediaeval thought.

(University of Illinois studies in language and literature ed by William A Oldfather, etc, V 12, Numbers 2-3).

60507

In this case, the names of three editors are mentioned on the half-title page, which gives the name of the series. Hence, the name of the first-mentioned editor alone is given in the note, in accordance with Rule 514133.

This series consists of a number of monographs, normally issued four per annum. All the volumes published in a single year receive the same volume number. The individual monographs belonging to a given volume are normally numbered serially as 1, 2, 3 and 4. However, when a monograph is beyond a certain size, it appears to take the place of two issues and receives two serial numbers, as it happens in the example given above. Thus the series number of this book takes the peculiar form "V 12, Numbers 2-3" as provided for in Rule 51416.

176 T15:3,(B1):(S) N27

JUDD (Charles Hubbard) (1873).

Psychological analysis of the fundamentals of arithmetic.

(University of Chicago, supplementary educational monographs, 32).
45498

The name of the series as well as the publications of the series with their respective serial numbers is given in the inside and outside of the end cover. The list is headed by the words "Publications of the Department of Education, the University of Chicago". As the name of the series does not by itself individualise it, the name of the university is prefixed to the name of the series in accordance with Rule 51411.

177 V4462.L9 N31

ASPINALL (A) ().

Cornwallis in Bengal, etc.

(Publications of the University of Manchester, historical series, 60).
69578

In this example, the bare name of the series *viz* "Historical series" is not sufficient to individualise it. Hence the name of the major series to which this belongs is prefixed as required in Rule 51412. The books do not receive separate serial numbers in the major series.

The name of the series occurs in the half-title page. The serial number also is found in the half-title page.

The "etc" represents five lines of the title-page omitted in writing the title-portion.

178 Wv41.C5 N32

HSU (Leonard Shihlien) (1901).

Political philosophy of Confucianism, etc.

(Broadway oriental library ed by Clement Egerton, 3).

7474

The name of the series occurs on the half-title page but not on the title-page. The half-title page does not give the serial number. But the verso of the half-title page gives a list of the volumes belonging to the series. This book appears third in that list.

The "etc" represents three lines of the title-page, omitted in writing the title portion of the catalogue. The omitted lines read "an interpretation of the social and political ideas of Confucius, his forerunners, and his early disciples."

179 Y35 N32

DAVIE (Maurice R) (1893).

Problems of city life, etc.

(Wiley social science series ed by Henry Pratt Fairchild, 1).

74753

The name of the series occurs only on the verso of the half-title page. That page contains also a list of the volumes belonging to the series, without assigning serial numbers to them. As this book occurs as the first item in the list, it has been given the serial Number "1".

Examples of Pseudo-Series

180 C5 N33

GRIMSEHL (E) (1861).

Optics . . . tr . . . by L A Woodward.

(Grimsehl (E): Textbook of physics ed by R Tomaschek, 4).

81379

The title-page of each of the 5 V of the set, of which the above book is the 4th, contains the generic title given in the series note. The volumes have no common index. The Laws of Library Science will be better observed if each volume is treated, *i e* classified, catalogued and shelved on the basis of its own specific subject.

And yet the catalogue should help the reader to collect all the volumes of the set readily and to take all the titles at a glance. To this end, the Pseudo-Series note is given, as this would give rise to an Added Entry under the name of the series featuring all the volumes together in their serial sequence.

- 181 O142,3M28,1 111N28
 TOLSTOY (Leo) (1828).
 Childhood, boyhood and youth. .
 (Works of Leo Tolstoy, centenary ed 3).
 49834

The binder's title of each of the 21 V of the set, of which the above book is the 3rd, contains the generic specification 'Works of Leo Tolstoy, Centenary Edition, and the serial number. The serial numbers of the several volumes are also given on p 505 of the last volume. The set has no common index and it covers the biography, the dramas, the novels and the prose pieces of Tolstoy. The Laws of Library Science will be better observed if the volumes of the set are treated, *i e* classified, catalogued and shelved, on the basis of their respective specific subjects. And yet the catalogue should help the reader to collect together readily all the volumes of the set. This it can do by giving the Pseudo-Series note mentioned, as this would give rise to an Added Entry in the Alphabetical Part under the name of the series which will have all the volumes of the set entered in their serial sequence. Further, there will also be a Cross Reference Index Entry directing those who look up under 'TOLSTOY (Leo): WORKS' to look for details under 'WORKS OF LEO TOLSTOY'.

- 182 R66,5x1,1 15N10.1 to 15N10.3
 SANKARA.
 Brahmasutra bhashya. 3 V.
 (Works of Sri Sankaracharya, 1-3).
 17375-7

Each of the 20 V of the collected works of Sankara brought out by the Vani Vilas Press has in addition to its specific title-page

a generic title-page with the words " Works of Sri Sankaracharya " and the appropriate serial or volume number. The Pseudo-Series note will give rise to a series entry which will feature all the volumes of the set in serial sequence and the Cross Reference Index Entry with the Heading " SANKARA: WORKS " will direct the readers' attention to that Pseudo-Series Entry.

183 V561.K0 N18

INNES (Arthur D) (1863).
England under the Tudors. Ed 5.
(History of England ed by Charles Oman, 4).
5012

184 T.1-3.N3 N24

NEWTON (Arthur Percival) (1873).
Universities and educational systems of the British Empire.
(British Empire, a survey, ed by Hugh Gunn, 10).
45846

It is difficult to decide whether examples 182 and 183 are cases of series or pseudo-series. They are on the border line.

185 L17:47:4 N37

HERTZLER (Arthur E) (1870).
Surgical pathology of the diseases of the neck.
(Hertzler's monographs on surgical pathology, 9).
98523

51417 THESES : RENDERING

51417 Publications of theses submitted to a university or any other body are to be deemed to belong to a series, whose name is to consist successively of the following :—

- 1 The name of the university or body;
- 2 A comma; and
- 3 The word " theses ".

Examples:—

186 O15:gvK5 111N29

SANKARAN (A) ().

Some aspects of literary criticism in Sanskrit or the theories of rasa and dhvani.

(University of Madras, theses, 1925, 1).

58166

The title-page contains the information that it is a research thesis. The year of the thesis is inferred from the preface and, in the absence of any other information to the contrary, it is marked as 1 of the published theses presented in 1925.

5142 Multiplicity of Series

RENDERING

5142 If a book belongs to two or more series, the notes corresponding to them are to be called

- 1 independent, if the individualisation of the name of each series is independent of the names of the other series ;
- 2 otherwise, a sequence of inter-dependent series notes; and
- 3 alternative name note if the same series has two or more names.

51421 INDEPENDENT SERIES NOTE

51421 Each independent series note is to be constructed in accordance with Rule 5141 and its subdivisions, and written in separate sections.

Example:—

187 NR44x3,1 15N28

MATANGAMUNI.

Bṛhaddeśi ed by K Sāmbaśiva Śāstri.

(Trivandrum sanskrit series, 94).

(Setu Lakṣmī prasādamālā, 6).

51608

In this case, the book gets a serial number in two series and the name of either series is individualised by itself, without the help of the other. Hence, the two series notes are independent and they are enclosed in separate brackets of their own.

It may also be added, that the name of the second series, as it is given on the title-page, begins with the honorific word "Sri". It is omitted in the catalogue entry in accordance with Rule 5141.

51422 INTERDEPENDENT SERIES NOTE

51422 In the case of a sequence of interdependent series notes, the primary series note is to be constructed in accordance with Rule 5141 and its subdivisions. This note is to be followed by

- 1 A semi-colon;
- 2 The name of the secondary series;
- 3 A comma;
- 4 The serial number of the book in the secondary series, constructed in accordance with Rule 51414 or 51415 or 51416 as the case may be;
- 5 A semi-colon;
- 6 The name of the ternary series;
- 7 A comma;
- 8 The serial number of the book in the ternary series; and so on.

Example:—

. 188 O-,2J96:g(Y35) N14

PARLIN (Hanson T) (1879).

Study in Shirley's comedies of London life.

(Bulletin of the University of Texas, 371; humanistic series, 17; studies in English, 2).

72005

This is a case of three interdependent series notes forming a sequence. The second and the third do not get individualised unless the first is given.

514221 If the books are not numbered by the publisher in a member of such a sequence of series, other than the last subseries, that member is not to be given a note of its own in the sequence of interdependent series notes, but its name is merely to be used to individualise the name of the succeeding subseries in accordance with Rule 51412.

514222 If the publisher has not given serial numbers in the last subseries, they are to be given by the cataloguer in accordance with Rule 51414 or 51415 or 51416 as the case may be.

Example:—

189 X9(M7):9F.42.N3 N31

MATSUOKA (Asa) (1893).

Labour conditions of women and children in Japan.

(Bulletin of the United States Bureau of Labour Statistics, 558;
industrial relations and labour conditions series, 10).

40002

This is obviously a case of interdependent series notes. The volumes get numbered in the first-mentioned series, but not in the second. However, the end pages give the lists of the volumes belonging to the various secondary series that are included in the major series. From that number it is inferred that this volume is the tenth in its secondary series.

It may be remarked here also that the work is a pamphlet and its Book Number should, therefore, be underlined. The subject is a very specialised one and hence its call number is proportionately long. Further the book deals only with the textile industry.

51423 ALTERNATIVE NAMES of SERIES

51423* If a series has alternative names, the names are to be written one after the other, with an intervening " or ".

Example:—

190 O15,1D40,3 N31

KALIDASA.

Meghaduta, with three commentaries, the Sanjivini by Mallinatha, Charitravardhini by Charitra Vardhanacharya, and Bhavaprabodhini by Narayan Sastri Khiste ed by Narayan Sastri Khiste.

(Kashi Sanskrit series or Haridās Sanskrit granthamālā, 88; kavya section, 14).

72098

5143 Extract Note

RENDERING

5143 An Extract Note is to consist successively of

- 1 the descriptive words "*Extract from*" or "*Supplement to*", as the case may be or other appropriate ones; and
- 2 the specification of the work from which it is an extract.

It is to be remembered that a Note of this Kind is to be put within inverted commas.

51431 If the extract is from a Periodical Publication, the specification is to consist successively of

- 1 The name of the Periodical Publication;
- 2 A comma; and
- 3 The term " V "; and
- 4 The number or the year or both of the volume of the Periodical Publication, the

number and the year being separated by a semi colon,
or any other appropriate specification of the locus.

Example:—

191 2.7362d N21

SWANTON (W I) (1869), *Comp.*

Libraries in the District of Columbia etc.

(Reprints and circular series of the National Research Council, 20).

" *Extract from Special libraries*, V 12; 1921 "

54855

This is a case in which the book is an extract from a periodical and at the same time forms a volume of a series. Hence, there are two independent notes; firstly the Series Note and secondly the Extract Note.

51432 If the extract is from a book, the specification is to consist successively of

- 1 The Heading of that book;
- 2 A colon;
- 3 The short title of that book the first word of the title beginning with capital letter;
- 4 A fullstop; and
- 5 If possible and necessary, the parts, chapters or pages of the book from which it is extracted.

provided that 2 and 3 are to be omitted if the Heading is the Title.

Example:—

192 2:(Z44) qN57

RANGANATHAN (Shiyali Ramamrita) (1892).

Union library act.

" *Extract from Ranganathan (Shiyali Ramamrita) (1892): Five laws of library science. Section 43* "

40003

5144 Change of Name Note**RENDERING**

5144 A Change of Name Note is to consist successively of

- 1 The directing words like "*Published previously as*" or "*Published later as*" or "*Published in U S A as*" as the case may be; and
- 2 the other title(s) under which it has appeared, the successive titles, if there be more than one, being put in separate paragraphs.

It is to be remembered that a Note of this Kind is to be put within inverted commas.

Example:—

193 Y31:1:7.44.N3 N29
BRAYNE (Frank Lugard) (1882).
Remaking of village India.
"*Published previously as*
Village uplift in India".
54137

51441 If the book has different earlier as well as different later names, the Change of Name Note is to consist of two notes, one for the earlier names and another for the later ones.

5145 EXTRACTION NOTE

5145 An Extraction Note is to consist successively of

- 1 The directing words "*For extract see*" and
- 2 The Call Numbers of the Extracts written in separate paragraphs.

It is to be remembered that a Note of this Kind is to be put within inverted commas.

Example:—

194 2 N87

RANGANATHAN (Shiyali Ramamrita) (1892).

Five laws of library science. Ed 2.

(Madras Library Association, publication series, 23).

"For extracts see 2: (Z44) qN57 2.1.N3 N57"
66519

5146 NOTE FOR OTHER KINDS OF RELATED BOOKS

5146 The Note for other Kinds of Related Books is to consist successively of

- 1 An appropriate phrase indicating the nature of the association like "For an associated book on theory", "For an associated book on practice materials", "For an associated book of maps", "For a criticism of this book", "For the book criticised", "For an abridgment", "For a merger book", "For merged books", etc.;
- 2 The directing word "*see*"; and
- 3 The Call Number of the Associated Book.

Examples:—

195 V1-56.N3 N34

ANDERSON () () and

MARSDEN () ().

Short history of the British Empire.

"For an associated book on teaching technique see T:3,(V1-56)
N35"

39563

- 196 T:3,(V1-56) N35
WREN (P C) (1885).
Teachers' handbook to Anderson and Marsden's Short history of
the British Empire.
"For an associated book on practice material *see* V1-56.N3 N34 "
39564
-
- 197 C N38
BLACK (Newton Henry) (1874) and DAVIS (Harvey Nathaniel) (1881).
Elementary practical physics.
"For an associated book on experiment *see* C:d N38 "
39565
- 198 C:d N38
BLACK (Newton Henry) (1874).
Laboratory experiments in elementary physics: To accompany Black
and Davis's Elementary practical physics.
"For an associated book on theory *see* C N38 "
39566
-
- 199 V44.N5 N44
NICHOLS (Beverley) (1898).
Verdict on India.
"For a criticism of this book *see* V44.N5 N44:g "
39567
- 200 V44.N5 N44:g
JOG (N G) ().
Judge or Judas?
"For the book criticised *see* V44.N5 N44 "
39568
-
- 201 O-,2J64w N33
WILLIAMS (Charles) (1886).
Short life of Shakespeare with the sources.
Abridged from O-,2J64w N30.1 to N30.2.
42342
- 202 O-,2J64w N30.1 to N30.2
CHAMBERS (Edmund Kerchiver) (1866).
William Shakespeare: A study of facts and problems.
For Abridgement *see*
O-,2J64w N33
21162
-

- 203 X.436.N5 N53
 BOEK (J H).
 Economics and economic policy of dual societies as exemplified by Indonesia.
 "For Merged Books *see*
 X.436.N5 N42
 X.436.N5 N46 "
 180943
- 204 X.436.N5 N42
 BOEK (J H).
 Structure of the Netherlands Indian economy.
 "For the Merger Book *see*
 X.436.N5 N53 "
 205392
- 205 X.436.N5 N46
 BOEK (J H).
 Solutions of the Netherlands Indies economy.
 "For the Merger Book *see*
 X.436.N5 N53 "
 2537452

515 Accession Number

515 The Accession Number is to be taken from the back of the title page. It would have been assigned by the accessioner.

See Rules 0735, 0736, 0745, and 078 for the place and style of writing.

516 Tracing Section

516 The back of the Main Entry card is to furnish information as to what additional entries have been made for the book, *viz*,

- 1 Cross Reference Entry;
- 2 Class Index Entry;
- 3 Book Index Entry; and
- 4 Cross Reference Index Entry.

51601 The back of the Main Entry card is to be imagined to be divided into two halves by a line drawn parallel to its shorter sides. The two halves are to be called the Left Half and the Right Half respectively.

51602 The Right Half is to be imagined to be divided into three convenient parts by two imaginary lines drawn at convenient distances parallel to the longer sides of the card. The parts are to be called the Upper Part, the Middle Part and the Lower Part.

5161 One line of the Left Half is to be devoted to each Cross Reference Entry. It is to contain successively:—

- 1 the Class Number which forms the Leading Section of the Cross Reference Entry; and, if necessary,
- 2 the word "P" followed by the pages of reference or the word "Sec", or "Chap", or "Part" etc followed by the Number concerned.

5162 The lines of the Upper Part of the Right Half are to contain successively the Heading of each of the Class Index Entries, contributed by the chains of the Class Numbers of the book and of the Cross Reference Entries, beginning from the last link and ending with the upper-most link.

5163 The lines of the Middle Part of the Right Half are to contain successively the Heading of each of the Book Index Entries of the book, in the sequence in which they are treated in Chap 53.

5164 The lines of the Lower Part of the Right Half are to contain successively the Heading of each of the Cross Reference Index Entries of the book in the sequence in which they are treated in Part 4.

5165 A continuation line is to be indented by two spaces.

5166 A full stop is to be inserted at the end of each of the Headings, and at the end of each of the Items corresponding to each Cross Reference Entry.

Example:—

BwM87 P *xi-xix* Ramanujan (Srinivasa) (1887), Works.
Mathematics.
Ramanujan (Srinivasa), (1887), Biography.
Hardy (G H).

See example 163 under Rule 51323 for the Main Entry.

5167 It must be remembered that in passing from the front side to the back side, the card is to be turned through two right angles with the bottom edge as the axis.

CHAPTER 52

CROSS REFERENCE ENTRY

520 Sections

520 A Cross-Reference Entry of a Simple Book is to consist successively of the following Sections:

- 1 The Class Number of the Specific Subject from which the book is referred (Leading Section);
- 2 The Directing Element "*See also*" (Second Section); and
- 3 The Locus Statement.

5203 The Locus Statement is to consist of three Sections containing respectively:

- 1 Call Number of the Book;
- 2 Heading of the Main Entry of the Book; and
- 3 Title of the book and place of occurrence.

521 The Class Number of the Specific Subject for which the book is cross-referred is to be furnished by the Classifier.

5231 The Call Number of the book is to be the same as in its Main Entry.

5232 The Heading of the book is to be the same as in its Main Entry, omitting the Secondary and other

Individualising Elements in the case of the name of a person. It is to be written in ordinary hand.

5233 The Short Title of the book is to be used.

5234 If the reference is to the whole book, the place of occurrence is not to be given.

5235 If the reference is not to be the whole book, the short title of the book is to be followed successively by

- 1 a comma; and
- 2 specification of the place of occurrence in the form of "P", or "Sec", or "Chap" or "Part", or any other appropriate term, followed by the number concerned.

To distinguish the Cross-reference cards from the Main cards easily, a differentiation in colour may be used, *e g* the Main cards may be white and the Cross-reference cards, light red.

Example:—

206 BwM87

See also

BxM87 N27

Ramanujan.

Collected papers, P *xi—xix*.

See example 163 under Rule 51323 for the Main Entry.

This is the only biography of Ramanujan which has been published so far. Unless it is brought out by the Cross-reference card, it may be missed by readers. But, if the above card is written out, such a contingency and waste of time will be eliminated for ever.

207 L.44.D5

See also

V440r51.D5 N20

Banerjee.

Hellenism in ancient India, P 186-207.

208 LBN1

See also

V440r51.D5 N20

Banerjee.

Hellenism in ancient India, P 206-207.

5236 VALUE

It can be easily seen that few readers could be expected to think of Banerjee's book in tracing material on the history of medicine in India. Nor could they expect a good bibliography of the Āyurvēdic system of medicine in this book. But for these Cross-reference cards, even the reference staff of the library may not get scent of these references, except with repeated loss of time. Further, it may even happen that this is the only book in the library bearing on the subject. If these Cross-references are not given, many a reader may go disappointed, while the information they sought is lying hidden in the printed pages, heaped unanalysed in the library.

Multifocal books are quite common. - Classification, as it has been developed till now, is unable to deal with them and looks to the catalogue to make up for the deficiency (69). Reference service cannot be efficient unless the catalogue gives Cross-Reference Entries, that is, Subject Analyticals (70). However, this type of entries leads to civil war, as it were, among the Laws of Library Science and a compromise is to abstain from giving such entries in the case of the books which have been analysed in published bibliographies (71).

CHAPTER 53

BOOK INDEX ENTRY

530 Sections

530 A Book Index Entry is to consist successively of the following sections:—

- 1 Heading (Leading Section); and
- 2 Second Section;
- 3 Index Number; and
- 4 Related Book Note, if any.

In the Fourth Section the Related Book Note is to be put within inverted commas.

5301 If two or more entries are alike in the Heading and the Second Section and differ only in the Index Number, they may be consolidated into one entry, the different Call Numbers being added in succession, with semicolons separating them.

531 Heading

531 A Book Index Entry is to be given using as Heading each of such of the following as the Main Entry of the Book admits of.

- 1 *Derived from Heading*
- 11 Heading, provided it is not, as such, eligible to be used as the Heading of a Class Index Entry appropriate to the Book;

- 12 Permutation of the names in the Heading, if it is one of two Joint Authors or two Collaborators;
- 13 Name of each of the Third and later Authors, if there are three or more Joint Authors (optional);

2 Derived from Title Section

- 21 Name of each Collaborator mentioned in the Title portion;
- 22 Title of the book;
 - 1 If it is fanciful; or
 - 2 If it contains a proper noun; or
 - 3 If it is treated in usage as a proper noun; provided that
 - 1 It has not been used as the Heading of the Main Entry; or
 - 2 It is not, as such, eligible to be used as the Heading of a class Index Entry of the book;

3 Derived from Note Section

- 31 Name of the Series occurring in each independent Series Note;
- 32 Name of each of the Series occurring in an interdependent Series Note;
- 33 the Heading of the Work mentioned in the Extract Note;
- 34 Heading, for each of the Alternative Titles of the book.

532 Second Section

532 The Second Section of a Book Index Entry is to depend on the nature of the Heading, as prescribed by the succeeding Rules.

53211 If the Heading is of the kind 11 or 12 or 13 enumerated in Rule 531, the Second Section is to consist of the Short Title of the book.

Examples:—

Example 21 under Rule 264 is not to be given an Author Index Entry as the book demands a Class Index Entry with the name of the Author as the Heading.

Example 146 under Rule 51321 is to be given the following Author Index Entry:—

- 209 SCHNEIDER (Georg) (1876).
Bibliographie.

(a) 113N30

Example 150 under Rule 51321 is to get the following Joint Authors Index Entries:—

- 210 DAVIS (A H) (1892) and KAYE (George William Clarison) (1880).
Acoustics of buildings. C30bD3 N27
- 211 KAYE (George William Clarison) (1880) and DAVIS (A H) (1892).
Acoustics of buildings. C30bD3 N27

Example 161 under Rule 51321 may get the following Joint Authors Index Entries:—

- 212 COOLEY (Charles Horton) (1864), etc.
Sociology. Y N33
- 213 CARR (Lowell Juilliard) (), *J Auth.*
Introductory sociology. Y N33
- 214 ANGEL (Robert Cooley) (), *J Auth.*
Introductory sociology. Y N33

Example 153 under Rule 51321 is to get the following Editor-Heading Index Entry:—

- 215 QUILLER-COUCH (Arthur) (1863), *Ed.*
Oxford book of English prose. O-6xM8 N25

Example 3 under Rule 5126 is to get the following Selector and Translator-Heading Index Entry:—

- 216 CHAMOT (A E) (1855), *Comp and Tr.*
Select Russian short stories. O142,3xM7 111N25

Example 1 under Rule 5127 is to get the following Joint-Editors-Heading Index Entries:—

- 217 NELSON (William Allan) (1869) and WEBSTER (Kenneth Grant Tremayse) (), *Ed.*
Chief British poets of the fourteenth and fifteenth centuries. O-,x19 N16
- 218 WEBSTER (Kenneth Grant Tremayse) () and NELSON (William Allan) (1869), *Ed.* Chief British poets of the fourteenth and fifteenth centuries. O-,x19 N16

The example under Rule 51281 is to get the following Title-Heading Index Entry:—

- 219 WILLIAM ERNEST Johnson. R10M58 N31

53221 If the Heading is of the kind 21 enumerated in Rule 531, the Second Section is to consist, successively, of

- 1 the Heading of the Main Entry of the book with the provision that, in the case of a name-of-person, it is sufficient if the Entry Element alone is used.
- 2 a colon; and
- 3 the Short Title of the book, with the initial letter in capital.

Examples:—

Example 151 under Rule 51321 is to get the following Reviser Index Entry:—

- 220 FISCHER (Ferdinand) (1843), *Rev.*
Wagner: Chemical technology.

F N04

It should also get the following Translator and Editor Index Entry:—

- 221 CROOKES (William) (1832), *Tr and ed.*
Wagner: Chemical technology.

F N04

Example 155 under Rule 51321 is to get the following Editor Index Entry:—

- 222 VYANKATARAMANA AIYAR (S), *Ed.*
Vedanta darsana with comm. Brahmamritavarsini by Ramananda
Saraswati.

R66,5x3,1 15N16

53222 If the Heading is of the kind 22 enumerated in Rule 531, the Second Section is to consist, successively, of

- 1 the connecting word “by” or other similar suitable term; and
- 2 the Heading of the Main Entry of the book with the provision that, in the case of a name-of-person, it is sufficient if the Entry Element only is used.

Examples:—

- 1 The fanciful title ‘Meghaduta’ in the example 190 given under Rule 51423 is not to be given Title Index Entry as it demands a Class Index Entry.
- 2 The book whose title page is
“Next Five Years | An Essay | in | Political Agreement” has no doubt, for its effective title, “Next Five Years” But this does not show forth what its subject is; it thus amounts to a fanciful title. And

yet it should not be given Title Index Entry, as its Main Entry itself has it as Heading. Thus, "NEXT FIVE Years" will take the place of the Heading-of-Author Entry.

- 3 The example 22 under Rule 266 is to be given the following Title Index Entry:—

223 HERMES.

By Jones.

E.1.N3 N28

53231 If the Heading is of the kind 31 enumerated in Rule 531, the Second Section is to consist successively of

- 1 the Serial Number of the Book, or the entity by which it is replaced;
- 2 the Heading of the Main Entry of the book, with the provision that in the case of a name-of-person, it is sufficient if the Entry Element only is written;
- 3 a colon; and
- 4 the Short Title of the book, with the initial letter in capital,
provided that if the Heading is the Title, 2 and 3 are to be omitted.

Examples:—

Example 168 under Rule 51416 is to get the following Series Index Entry:—

224 SAMMLUNG SCHUBERT.

1 Schubert: Arithmetik und Algebra.

B 113N10

Example 169 under Rule 51416 is to get the following Series Index Entry:—

225 PATNA UNIVERSITY, READERSHIP LECTURES.

1928 Saha: Atomic physics.

C9B2 N31

Example 172 under Rule 51416 is to get the following Series Index Entry:—

- 226 BULLETIN OF THE INSTITUTE FOR MEDICAL RESEARCH (FEDERATED MALAY STATES).

1930, 3 Lewthwaite: Experimental tropical typhus.

L25:4241:4 N30

Example 178 under Rule 51416 is to get the following Series Index Entry:—

- 227 BROADWAY ORIENTAL LIBRARY.

3 Hsu: Political philosophy of Confucianism. Wv41.C5 N32

Example 171 under Rule 51416 is to get the following Series Index Entry:—

- 228 WILEY FARM SERIES.

2 Worthen: Farm soils.

J:1 N30

Example 175 under Rule 51416 is to get the following Series Index Entry:—

- 229 UNIVERSITY OF ILLINOIS STUDIES IN LANGUAGE AND LITERATURE.

V 12, N 2-3 Bundy: Theory of imagination in classical and medieval thought.

O:g(S:43)H1 N27

532311 All entries with the same Heading of the kind 31 enumerated in Rule 531 are to be consolidated into a single entry, the different Second Sections being written in separate paragraphs in their serial sequence; sufficient space is to be left for gaps, if any, in the serial numbers.

Example:—

The Series Index Entries of examples 165 to 167 given under Rule 51416 are to be consolidated as follows:—

- 230 MADRAS LIBRARY ASSOCIATION, PUBLICATION SERIES.

22 Ranganathan: Colon classification. 2:51N3 qN57

23 Ranganathan: Five laws of library science. 2 N57

24 Ranganathan: Classified catalogue code. 2:551N qN58

If the different books in a Series are to be arranged in the Series Index Entry alphabetically by the name of the author, the consolidation of Series Entry would become wasteful if the Series is in progress. On the other hand if the volumes in a Series are arranged in the serial sequence as provided in Rule 532311 consolidation is possible; and thus some saving can be effected.

53232 If the Heading is of the kind 32 enumerated in Rule 531, the Second Section is to be constructed on the analogy of Rules 53231 and 532311.

Examples:—

The example 188 under Rule 51422 is to get the following Series Index Entries:—

- 231 BULLETIN OF THE UNIVERSITY OF TEXAS.
371 Parlin: Study in Shirley's comedies of London life.
O-,2J96:g(Y35) N14
- 232 HUMANISTIC SERIES of the Bulletin of the University of Texas.
17 Parlin: Study in Shirley's comedies of London life.
O-,2J96:g(Y35) N14
- 233 STUDIES IN ENGLISH of the Bulletin of the University of Texas.
2 Parlin: Study in Shirley's comedies of London life.
O-,2J96:g(Y35) N14

The example 189 under Rule 514222 is to get, in addition to the Author Index Entry, the following two Series Index Entries:—

- 234 BULLETIN OF THE UNITED STATES BUREAU OF LABOUR STATISTICS.
588 Matsuoka: Labour conditions of women and children in Japan.
X9(M7):9F.42.N3 N31
- 235 INDUSTRIAL RELATIONS AND LABOUR CONDITIONS SERIES of the Bulletin
of the United States Bureau of Labour Statistics.
10 Matsuoka: Labour conditions of women and children in Japan.
X9(M7):9F.42.N3 N31

Governmental and other series of this type have long names and they include hundreds of publications. In such cases, it may be conducive to economy to replace a whole set of series cards by a single card, directing attention to the printed list of the volumes

of the series, if such a list could be found in any of their publications. Such a direction may take the following form:

236 BULLETIN OF THE UNITED STATES BUREAU OF LABOUR STATISTICS.

See list on pp. of

[give here the exact reference, whether in office file or in a trade list or in some book.]

Of the various types of Book Index Entries, there is some difference of opinion about the Series Index Entry. The remarks that have been made in the preceding para justify the despair into which some Series Index Entries are likely to drive cataloguers. It is particularly long series like those of some governments with a number of secondary and ternary series that have made the cataloguers stand at bay.

At the same time, we have to examine whether there is no value whatever in Series Index Entries. In University and Scientific libraries and other libraries catering to the special needs of research workers, it is found that the Series Index Entry is of some value. How they help every reader to get his book and every book to get its reader is discussed in my *Five laws of library science* (69).

Further, they are of great help both in book-selection and in book-ordering.

Some cataloguers, who realise this, propose a compromise and leave it to the discretion of the cataloguer to decide whether a Series is worth being given a Series Index Entry.

One method of economy is indicated in the first para.

53233 If the Heading is of the kind 33 enumerated in Rule 531, the Second Section is to consist, successively, of

- 1 the title of the work mentioned in the Extract Note;
- 2 a full stop;
- 3 a descriptive term like "*A portion printed as*" or "*bound as*";
- 4 the Heading in the Main Entry of the Extract with the provision that, in the case

of a name-of-person, it is sufficient if the Entry Element alone is written;

5 a colon; and

6 the short title of the Extract provided that, if the Heading is Title, 4 and 5 are to be omitted.

Example:—

The example 192 under Rule 51432 is to get the following Extract Index Entry:—

237 RANGANATHAN (Shiyali Ramamritha) (1892).

Five laws of library science.

Sec 43 *printed as*

Ranganathan: Union library act.

2:(Z44) qN57

532331 All entries with the same Heading of the kind 33 and the same Second Section may be consolidated in a single entry on the analogy of Rule 532311.

Example:—

238 RANGANATHAN (Shiyali Ramamritha) (1892).

Five laws of library science.

Sec 43 *printed as*

Ranganathan: Union library act.

2:(Z44) qN57

Chap 3 *bound as*

Library movement and legislation abroad.

2.1.N3 N57

55234 In the case of the kind 34 enumerated in Rule 531, the Second Section is to consist of the alternative title followed by a description as prescribed in Rules 5144 and 51441.

The example 193 under Rule 5144 is to get the following Author Index Entries corresponding to the two alternative titles:—

239 BRAYNE (Frank Lugard) (1882).

Remaking of village India.

published previously as

Village uplift in India.

Y31:1:7.44.N3 N29

- 240 BRAYNE (Frank Lugard) (1882).

Village uplift in India.

"published later as

Remaking of village India."

Y31:1:7.44.N3 N26

Index Entries of the kinds 33 and 34 enumerated in Rule 531 are found to be necessary to avoid unintended duplication in book-selection and book-ordering, in addition to their reference value.

5323 ASSOCIATED BOOK NOTE

5323 If the Main Entry of a book contains an Associated Book Note, this note is to be repeated in each of its Book Index Entries.

Examples:—

The Author Entries of the books, whose Main Entries occur as the examples 199 and 200 under Rule 5146 will have their Author Entries in the following form:—

- 241 NICHOLS (Beverley) (1898).

Verdict on India.

V44.N5 N44

"For a criticism of this book see" V44.N5 N44:g

- 242 JOG (N G) ().

Judge or Judas.

V44.N5 N44:g

"For the book criticised see"

V44.N5 N44

CHAPTER 5D

DICTIONARY CATALOGUE

5D1 Main Entry

THE Main Entry of a book in the Dictionary Catalogue differs from that in the Classified Catalogue only in

- 1 The Sequence of the Sections;
- 4 The Note concerning Related Books, other than those belonging to a Series; and
- 6 The Tracing Section.

5D11 In the Main Entry of a book in the Dictionary Catalogue, the Heading occupies the Leading Section; and the Call Number occupies the Section just preceding the Accession Number.

Example:—

The Main Entry given as Example 154 under Rule 51321 will appear in the Dictionary Catalogue as follows:—

243 GARDINER (Alan Henderson) (1879).
Theory of speech and language.
74793

P N32

5D14 In a Note relating to a Related Book in the Main Entry of a book in the Dictionary Catalogue, the Call Number is to give place to the Heading and Short Title, wherever Call Number is prescribed in the Rules for the Classified Catalogue.

5D16 The Rules of section 516 on Tracing Section are applicable with the following modifications:—

5D161 One line of the Left Half is to be devoted to the Specific Subject Entry and to each of the Subject Analyticals. It is to contain successively:—

- 1 The Heading which forms the Leading Section of the Subject Entry concerned; and, if necessary,
- 2 The term “P” followed by the pages of reference or the term “Section”, or “Chap”, or “Part” etc. followed by the number concerned.

5D162 The lines of the upper part of the Right Half are to contain successively the Headings of the *See also* Subject Entries, arising out of the Specific Subject Entry as well as each of the Subject Analyticals.

5D2 Specific Subject Entry and Subject Analyticals

5D2 In structure, the Specific Subject Entry and the Subject Analyticals in the Dictionary Catalogue, resemble the Cross Reference Entry in a Classified Catalogue with the omission of the Section containing the Directing Element.

5D21 The Name of the Specific Subject concerned
‘is to be put in the Leading Section.

The derivation of the Name of the Specific Subject from the Class Number by Chain Procedure has been prescribed in Chap 3D. The classifier is to furnish the Class Number of the book and of the classes contributing to Subject Analyticals. The Chain Procedure is to be applied to each of these Class Numbers.

5D23 The Locus Section of a Specific Subject Entry or a Subject Analytical is to be constructed on the analogy of the Rules in Chap 52 with the following modifications:—

5D232 The Secondary and the other Individualising Elements in the Name of a Person are to be retained.

Examples:—

244 MATHEMATICS, BIOGRAPHY, RAMANUJAN (Srinivasa).

Ramanujan (Srinivasa) (1887).

Collected papers, P *xi-xix*.

BxM87 N27

245 LIBRARY SCIENCE.

Ranganathan (Shiyali Ramamrita) (1892).

Five laws of library science. Ed 1 and 2. 2 N31 and N57

5D3 Book Index Entry

5D31 It should be realised that the Dictionary Catalogue can not have a Book Index Entry corresponding to the Author Index Entry, or rather the Heading-of-Main-Entry Index Entry of the Classified Catalogue.

5D32 Wherever the Rules of Section 532 prescribe the Heading of the Main Entry of the book for incorporation in the Second Section, omit the following provision "with the provision that in the case of name-of-person, it is sufficient if the entry element alone is used".

Example:—

Example 220 under Rule 53221 will figure as follows in the Dictionary Catalogue:—

246 FISCHER (Ferdinand), *Rev.*

Wagner (Rudolf Von): Chemical technology.

F N04

A Book Index Entry of a book in the Dictionary Catalogue has to differ from that in the Classified Catalogue in the way indicated above. This difference arises from the fact that the Link between a Book Index Entry and the Main Entry in the

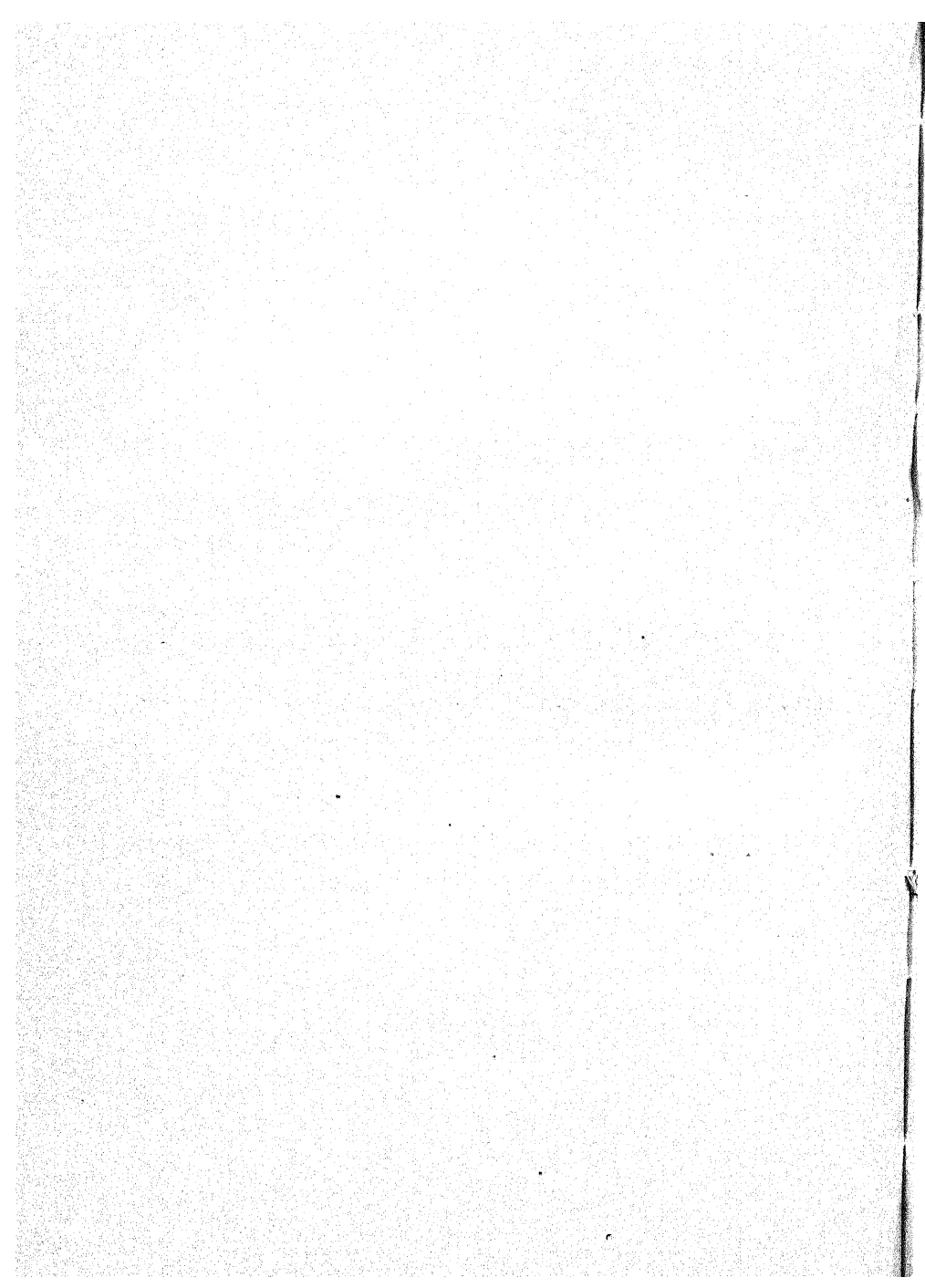
Dictionary Catalogue is the Name of the Author or the Title of the Book, whichever is the Heading of the Main Entry. On the other hand, in the Classified Catalogue the Call Number is the Link. In the Dictionary Catalogue the Call Number is virtually impotent in the Main Entry. In the Classified Catalogue on the other hand the name of the author is impotent in the Main Entry. This difference accounts for the difference in the prescription made by this Rule and by the Rules given in Section 532, for the Second Section in a Book Index Entry.

This difference in Book Index Entry between Dictionary Catalogue and Classified Catalogue does not arise when the Heading of the Main Entry of the book concerned is a Corporate Author, a Pseudonym, or a Title.



Part 6

ORDINARY COMPOSITE BOOK
AND MULTI-VOLUMED BOOK



CHAPTER 61

ORDINARY COMPOSITE BOOK

611 Main Entry

611 An ordinary Composite Book is to be dealt with as a Simple Book ignoring the names of the contributors of the constituent parts except for Index Entries (*vide* Rule 613 and their subdivisions).

Examples:—

In the case of the book whose title-page reads

“The happy baby | editorial adviser: | Dr L Emmett Holt | contributors: | Dr L Emmett Holt Dr Ralph Lobenstine | Dr Harvey J Burkhart Dr Henry L K Shaw”,
the Main Entry is to be as follows:—

247 L9C:75 N26

HOLT (Luther Emmett) (1855), *Ed.*

The happy baby.

46411

Here is a case where the title-page contains no other information, except the title and the imprint.

248 R3.(Q)0gA p7N31

SCIENCE AND religion, a symposium.

68340

In the case of the book whose title-page reads

“Psychological elements | in speech | by | Emil Fröschels | in company | with Professor Dr. Octmar Dittrich |

and | Frau Dr Ilka Wilhelm | translated from the German
by | Nils Ferre",

the Main Entry is to be as follows:—

249 S:682 N32

FRÖSCHELS (Emil) ().

Psychological elements in speech, tr by Nils Ferre.

74308

In the case of the book whose title-page reads

"The modern state | by | Leonard Woolf | Lord
Eustace Percy | Mrs Sydney Webb | Professor W G S Adams |
Sir Arthur Salter | *edited by* | Mary Adams",

the Main Entry is to be as follows:—

250 W p7N33

ADAMS (Mary) (1898), *Ed.*

Modern state.

74736

Here is another example of a symposium.

251 A p7N11

M'INTOSH (William Carmichael) (1838) etc, *Ed.*

University of Saint Andrews, five hundredth anniversary: Memorial
volume of scientific papers.

32405

In the case of the book whose title-page reads

"Science in World War II | Office of Scientific Research
and Development | Applied physics | Electronics. A History
of Divisions 13 and 15 and the Committee on Propagation NDRC,
edited by C G Suits. With a foreword by Karl T Compton |
Optics. A History of Divisions 16 and 17, NDRC, by H Krik
Stephenson and Edgar L Jones, edited by George R Harrison |
Metallurgy. A History of Division 18, NDRC, by Louis Jordan |
With illustrations | An Atlantic Monthly Press Book | Little,
Brown and Company, Boston | 1948",

the Main Entry is to be as follows:—

252 A.73.N5 N48

APPLIED PHYSICS, etc.

(Science in World War II, 7).

12345

612 Cross Reference Entry

612 An Ordinary Composite Book is to be given Cross Reference Entries as prescribed in Chap 52. It may be explicitly stated that this implies that each contribution is by itself eligible for a Cross Reference Entry.

The book given as Example 252 under Rule 611 contains three constituent parts. They are to be given the following Cross Reference Entries:—

253 D65.73g1N4.N5

See also

A.73.N5 N48

Applied physics. P 1-195.

254 MC5.73g1N4.N5

See also

A.73.N5 N48

Applied physics. P 199-303.

255 F191.73g1N4.N5

See also

A.73.N5 N48

Applied physics. P 307-456.

613 Class Index Entry

613 An Ordinary Composite Book is to be given Class Index Entries as prescribed in Part 3.

It may be stated explicitly that the Class Index Entries, arising out of the Class Number of each of the Contributions, are also to be given.

614 Cross Reference Index Entry

614 An Ordinary Composite Book is to be given Cross Reference Index Entries as prescribed in Part 4

and, in addition, for the alternative names for "Festschrift."

615 Book Index Entry

615 An Ordinary Composite Book is to be given Book Index Entries as prescribed in Chap 53.

616 Contributor Index Entry

61601 An Ordinary Composite Book, other than encyclopaedias and memorial volumes, is to be given Book Index Entries for each of the contributions contained in it.

61602 For convenience of reference, a Book Index Entry of a contribution in an Ordinary Composite Book is to be called a "**Contributor Index Entry.**"

61603 A Contributor Index Entry of an Ordinary Composite Book is to consist successively of the following sections:

- 1 Heading (Leading Section);
- 2 Title Section;
- 3 Descriptive term such as "*Forming part of*";
- 4 Heading of the Host Book, a colon, its Short Title, a full stop; and
- 5 Index Number.

6161 The Heading is to be that of the Contribution as determined by Rule 531, and its subdivisions.

6162 The Title Section is to be that of the Contribution as determined by Rule 532 and its subdivisions.

6164 The Heading of the Host Book is to be that in its Main Entry modified as follows:—

The Secondary Element in a Name-of-person is to be omitted.

6165 The Index Number is to be the Call Number of the Host Book.

Examples:—

- 256 WEBB (Sydney) (1858).
Diseases of organised society.
Forming part of
Adams: Modern state. W p7N33
- 257 SUITS (C G) (1905), *Ed.*
Electronics.
Forming part of
Applied physics. A.73.N5 N48
- 258 STEPHENSON (H Krik) () and JONES (Edgar L) ().
Optics ed by George R Harrison.
Forming part of
Applied physics. A.73.N5⁷ N48
- 259 JONES (Edgar L) () and STEPHENSON (H Krik) ().
Optics ed by George R Harrison.
Forming part of
Applied physics. A73.N5 N48
- 260 HARRISON (George R) (1898), *Ed.*
Optics by Stephenson and Jones.
Forming part of
Applied physics. A.73.N5 N48
- 261 JORDAN (Louis) (1894).
Metallurgy.
Forming part of
Applied physics. A.73.N5 N48

This type of entry is called an Author Analytical. Composite books calling for them are becoming common. Author Analyticals are beyond doubt of help to readers and to the reference staff. However, they lead to civil war, as it were, among the Laws of Library Science under the instigation of the Law of Parsimony; and a compromise is to abstain from giving such entries in the case of books which have been analysed in published bibliographies (70).

617 Festschrift Index Entry

617 A Festschrift is to be given a Book Index Entry consisting successively of the following Sections:—

- 1 Heading (Leading Section) consisting of the term "FESTSCHRIFT."
- 2 Second Section consisting of the Name of the Person or Institution or any other entity felicitated, rendered as prescribed in Part 2; and
- 3 Index Number consisting of the Call Number of the book forming the Festschrift.

Example: Example 251 under Rule 611 is to be given the following Festschrift Index Entry:—

262 FESTSCHRIFT.

University of Saint Andrews.

A p7N11

CHAPTER 62

ARTIFICIAL COMPOSITE BOOK

621 MAIN ENTRY

621 In the case of an Artificial Composite Book, the Main Entry is to be constructed as if it were the Main Entry of the First constituent work except that to this is to be added a section for each later constituent work. Further, the descriptive term "*Composite book*" are to be added after the Call Number in the Leading Section.

6212 The section giving the entry for the Second Constituent Work is to consist of

- 1 the number "2";
- 2 the Heading appropriate to it;
- 3 a colon;
- 4 its Title-portion with the initial letter in capital;
- 5 a full stop;
- 6 the Note, if any (subject to Rule 6214); and
- 7 its Call Number, written at the right end of the last line of the section.

62121 The various parts of the section are to be constructed as prescribed in Part 5.

6213 The paragraph giving the entry for any later Constituent Work is to be similar to the entry for the Second Constituent Work, except that the appropriate serial number is to take the place of "2".

6214 If all the Constituent Works belong to the same Series, a note need not be written in the section for each Constituent Work. It is sufficient if a single note is added as the final section, the serial number part of the section consisting of the successive serial numbers.

Example:—

263 B633:23 N11

Composite book

HENDERSON (Archibald) (1877).

The twenty-seven lines upon the cubic surface.

2 Wood (P W): Twisted cubic with the cubical hyperbola.

B6363:23 N13

(Cambridge tracts in mathematics and mathematical physics, 13, 14).
6060

622 Cross Reference Entry

622 The Cross Reference Entries of an Artificial Composite Book are to be of two types:—

- 1 special; and
- 2 ordinary.

6221 SPECIAL CROSS REFERENCE ENTRY

6221 A Special Cross Reference Entry is to be given from the Call Number of each of the second and the succeeding Constituent Works.

62211 A special Cross Reference Entry is to consist successively of the following sections:—

- 1 the Call Number of the Constituent Work cross-referred (Leading Section);

- 2 its Heading;
- 3 its Title;
- 4 the descriptive term such as "*bound as part 2 with*" or "*printed as part 2 with*" as the case may be;
- 5 the Call Number in the Leading Section of the Main Entry; and
- 6 the Heading of the Main Entry, as prescribed in Chap 52, the short title of the First Constituent Work, and a full stop.

Example:—

264 B6363:23 N13

WOOD (P W) ().

Twisted cubic with the cubical hyperbola.

Bound as part 2 with

B633:23 N11

Henderson: Twenty-seven lines upon the cubic surface.

See example 263 under Rule 6214 for the Main Entry.

6222 An Ordinary Cross Reference Entry is to be given from every topic in each of the Constituent Works, which may call for it.

62221 An Ordinary Cross Reference Entry is to be constructed as prescribed in Chap 52, with the following modifications:

- 1 the Call Number, the Heading and the Short-title are to be those of the First Constituent Work;
- 2 instead of pages of reference, the part and the pages of reference, if any, are to be given; and
- 3 the descriptive term "*composite book*" is to be added after the Call Number.

623 Class Index Entry

623 All the Class Index entries appropriate to each Constituent Work are to be given as prescribed in Part 3.

624 Cross Reference Index Entry

624 All the Cross Reference Index Entries appropriate to each Constituent Work are to be given as prescribed in Part 4.

625 Book Index Entry

625 All the Book Index Entries appropriate to each Constituent Work are to be given as prescribed in Chap 53, with the modification that, for the second and later constituent works, the Third and the Fourth Sections are to be as follows:—

- 3 the Descriptive term such as "*bound as part 2 with*" or "*printed as part 2 with*", as the case may be; and
- 4 the Index Number of the First Constituent Work.

Example:—

265 WOOD (P W) ().

Twisted cubic.

Bound as part 2 with

B633:23 N11

See example 263 under Rule 6214 for the Main Entry.

CHAPTER 63

MULTI-VOLUMED BOOK

630 Types

630 Two types of Multi-volumed Books are to be recognized, viz:

- 1 The Type in which the constituent volumes do not have a special title other than the common title of all the volumes and do not have any difference in the other factors that are capable of contributing to the title-portion of a Main Entry; and
- 2 Others.

631 FIRST TYPE

631 A multi-volumed book of the first type is to be catalogued with the additional provisions given in the subdivisions of this rule.

6311 If all the volumes of the book have been published, an additional sentence is to be added to the Title Section of the Main Entry. This additional sentence is to consist, successively, of

- 1 the number representing the number of volumes constituting the book; and
- 2 the term "V" or its equivalent in the language of the title-page.

63111 If all the volumes of the book have not yet been published, the additional sentence to be added is to consist successively, of

- 1 the term "V" or its equivalent in the language of the title-page; and
- 2 the numbers of the volumes published so far and a dash.

This additional sentence is to be in pencil.

In this case, the entry is said to be **Open**.

63112 As soon as all the volumes are received, the pencil portion of the Title Section is to be replaced in accordance with Rule 6311.

63113 If all the volumes of the book, which have been published, are not possessed by the library, a further sentence is to be added to the Title Section, in square brackets. This sentence in brackets is to consist, successively, of

- 1 the term "V" or its equivalent in the language of the title-page;
- 2 the numbers representing the volumes not in the library; and
- 3 the term "not in library".

6312 In the Cross Reference Entries the volume number is to be added whenever necessary.

6315 In the Book Index Entries, the additional sentence prescribed in Rule 6311 is to be repeated with the short title used in such Entries.

632 Second Type

632 A multi-volumed book of the second type is to be catalogued like the books of the first type with the

additional provisions given in the subdivisions of this rule.

6321 Additional paragraphs are to be added in the Title Section of the Main Entry—one paragraph to correspond with each volume that has extra specific information in its title-page.

6322 Each paragraph is to consist successively of the following:—

- 1 the term “V” or its equivalent in the language of the title-page;
- 2 the number of the volume;
- 3 a full stop;
- 4 the special title of the volume;
- 5 the term “by” followed by the names of the distinctive author(s) of the volume, if any;
- 6 term indicating distinctive collaborator(s), if any;
- 7 a full stop; and
- 8 a note in circular brackets, if necessary, to indicate any other special features.

63221 If the numbering of the volumes is not normal, the corresponding portions of the paragraphs are to follow what is given in the book.

63222 If two or more, but not all the volumes of a set, have a common special title, they are to be given only a single paragraph in common, in the additional section of the Main Entry, the numbers of all such volumes being written after the term “V” or its equivalent.

623 The Book Index Entries of the Book are to include all such additional Entries as are relevant to the special Title Section of the different volumes, given in the Main Entry.

633 Call Number

633 The Call Numbers of the volumes of a Multi-volumed Simple Book are to consist of their common Class Number, followed by their successive Book Numbers. If the publication is in progress, the last Book Number is to be followed by a dash.

6332 If a Cross-Reference is to some and not to all the volumes of the set, the third section of the corresponding Cross-Reference Entry is to give only the Book Numbers of the volumes to which reference is made.

6337 If some and not all of the volumes of a set are undersized or oversized or abnormal, the underlining, etc., is to be made to the Book Numbers of those volumes only.

Examples:—

266 X N20.1—N20.2

TAUSSIG (Frank William).

Principles of economics. Ed 2. 2V.

10101; 10013

267 O-3L71w N32.1-N32.4—

SCOTT (Walter) (1771).

Letters, ed by H J C Grierson, etc V 1-4—

V 1. 1787-1807.

V 2. 1808-1811.

V 3. 1811-1814.

V 4. 1815-1817.

73352-4; 73778

It is assumed that this publication is still in progress. The last Book Number is, therefore followed by a dash and the corresponding volume part of the Title-Portion is to be in pencil.

It is obvious that the detailed information about the contents of each volume given above will be of help to readers.

268 E1aN1 N12.1-N12.4

HOFFMANN (M K) (1878), *Ed.*

Dictionary of the inorganic compounds.

3V in 4.

V 1. Part 1. Introd. etc. and water to silver, N 1-31.

V 1. Part 2. Mercury to boron, N 32-55.

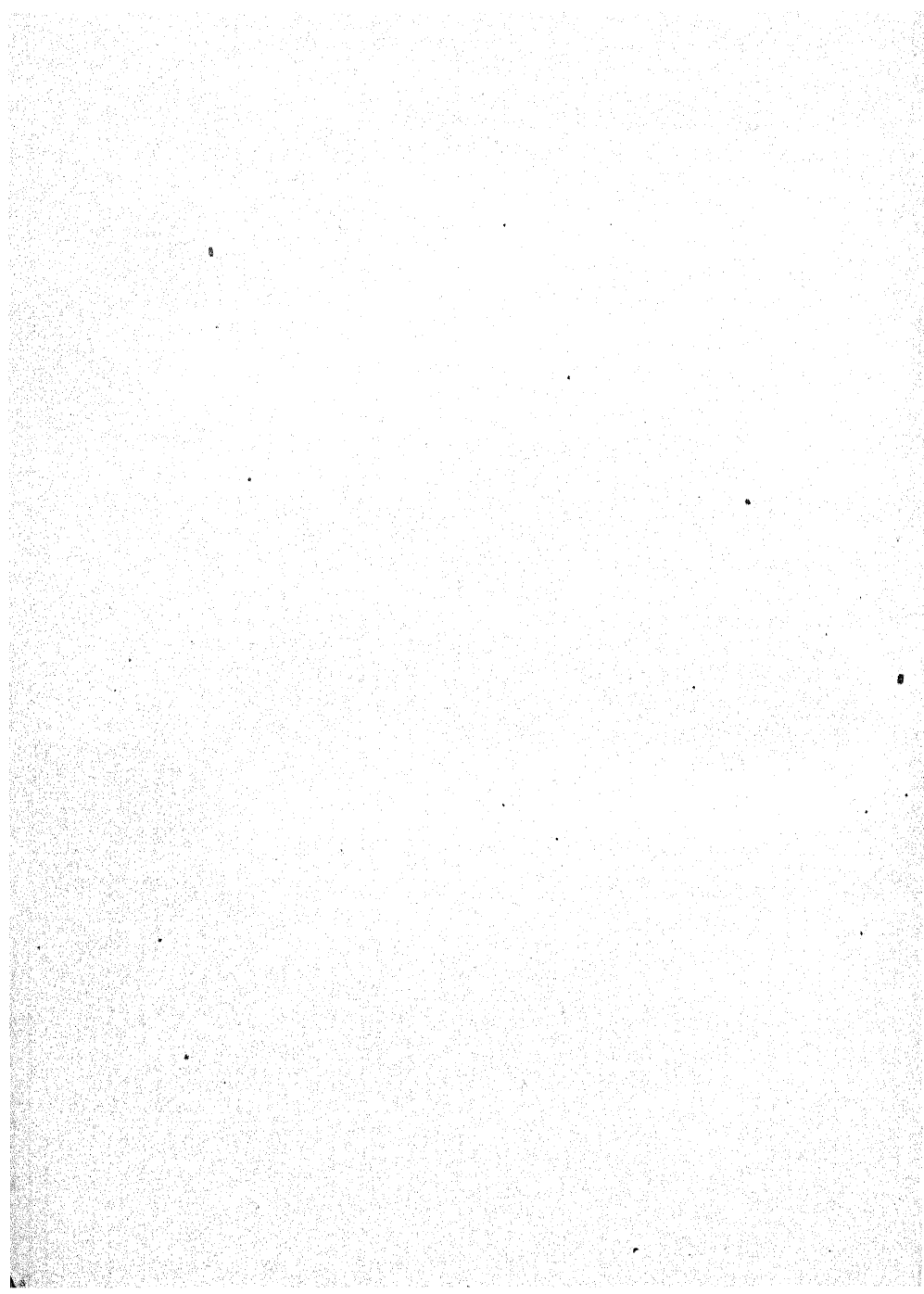
V 2. Aluminium to xenon N 56-81. Bibliographies.

V 3. Calculation table, index, etc. (This volume has A Thiel as additional editor)

11520—11523

In this case, the book has its title in four languages, viz, English, German, French, and Italian. Hence, the entry is made as if English were the favoured language of the library. It may be noted that the name of an additional joint editor appears on the title page of the third volume and that this information is conveyed in the entry by an appropriate note. A Thiel would give rise to a Joint Editor Entry.

It is obvious that the detailed information about the contents of each volume given above will be of help to readers.



Part 7

PERIODICAL PUBLICATION

Note:—The examples given in this Part are as they were in the First Edition of this book. That is, the changes in the Complexities of the Periodicals, which occurred after 1933, are not indicated in the sections recording the complexities.



CHAPTER 70

COMPLEXITIES

701 Introduction

701 The definition of the term "Periodical Publication" has been given in Rule 1332. Periodical Publications form one of the sources of perplexity in cataloguing practice. Their vagaries may transcend all imagination and anticipation. It looks as if nothing relating to a Periodical Publication can escape the sport of caprice—sponsor, name, periodicity, format, pagination, excrescental attachments to all or stray volumes, and, last but not least, span of life and resurrection.

7011 For convenience, Chap 71 confines itself to Periodical Publications of the simple type, *i e* those that are free from vagaries of any kind. The later chapters will be devoted to the additional treatment that must be given to Periodical Publications presenting complexities of different kinds.

702 Kinds of Complexity

702 Periodical Publications may present one or more of the following kinds of complexities.

2 IRREGULARITY IN VOLUME-NUMBER

- 21 Change in volume-periodicity.
- 22 Volumes being numbered in two or more sequences, the sequences being termed New Series, First Series, Second Series, etc., or by similar names.
- 23 Volumes being numbered simultaneously in two or more sequences.

3 IRREGULARITY IN PUBLICATION

- 31 Non-publication of volumes in certain periods, but the sequence of volume numbers being continuous.
- 32 Break in the sequence or irregularity in the numbering of volumes due to non-publication or other causes.
- 33 Two or more volumes issued as a single volume or bound as a single volume.

4 CHANGE OF TITLE AND SPONSOR

- 41 Change of title, or of sponsor, or of both, but the numbering of the volumes being continued in the original sequence.
- 42 Change of title, or of sponsor or of both, with change in the sequence of volume numbers.

5 AMALGAMATION

- 51 Amalgamation of two or more Periodical Publications under the title of one of the amalgamated Publications, and the numbering of the volumes continued in its original sequence.
- 52 Amalgamation of two or more Periodical Publications under the title of one of the amalgamated Publications but with change in the sequence of volume numbers.
- 53 Amalgamation of two or more Periodical Publications under a new title with its

Class Number the same as that of one of the Publications amalgamated.

- 54 Amalgamation of two or more Periodical Publications under a new title and with change in the Class Number.

6 SPLITTING

- 61 Splitting up into two or more Periodical Publications with one of them having the original Class Number.
- 62 Splitting up into two or more Periodical Publications, the original Class Number not being borne by any of them.
- 63 Multiple Periodical of which the issues contain two or more periodicals, with or without a Generic Title, but has to be split into independent periodicals, either associated or not, on the completion of a volume.

7 SUPPLEMENT

- 71 Having monograph supplements or book supplements without separate pagination and title-page.
- 72 Having monograph supplements or book supplements with separate pagination and title-page.
- 73 Having a sequence of supplementary or extra volumes having separate pagination and title-page, and capable of being regarded as a Periodical Publication by itself.

74 The supplements of the kinds 72 and 73
being covered by the cumulative indexes
of the Main Periodical Publication.

703 Following the example of Mathematicians we shall first confine ourselves to each kind of complexity by itself—that is, uncomplicated by association with other kinds of complexity. We shall consider and develop the technique necessary to meet each individual complexity. We shall illustrate in the final chapter—Chapter 78—how a combination of complexities is to be treated.

CHAPTER 71

SIMPLE PERIODICAL PUBLICATION

711 Main Entry

7110 The Main Entry of a simple Periodical Publication is to consist successively of the following Sections:

- 1 Class Number (Leading Section);
- 2 Heading;
- 3 Section on Periodicity;
- 4 Series Note, if any;
- 5 Holdings Section; and
- 6 Tracing Section.

7111 CLASS NUMBER

7111 The Class Number is to be taken from the back of the title-page.

It will be seen from Rule 511 that the Leading Section of the Main Entry of a book consists of its call number. But in the case of a Periodical Publication, the Leading Section is to consist only of the class number. It is so because the main entry of a Periodical Publication stands, not for one volume, but for an indefinite number of its volumes to be added from time to time. See Rule 7115.

7112 HEADING

7112 The Heading of the Main Entry of a simple Periodical Publication is to consist successively of

- 1 Its title proper, omitting the name of its sponsor, if any, occurring in continuation of its title proper;
- 2 A comma; and
- 3 The name of its sponsor, if any.

71121 The name of the sponsor, if any, is to be put within circular brackets, if it does not occur continuously with the title proper on the title-page.

The first two words of the title proper are to be written in block letters, as prescribed in Rule 2611.

71122 If the title proper of a Periodical Publication taken along with the name of the sponsor, if any, does not individualise it, an Individualising Element is to be added within circular brackets, immediately after the Heading.

711221 The Individualising Element in the Heading of a Periodical Publication is to be the name of its country, state, province, district, county, taluk, city, or town—that one of these areas which has the greatest extension and is sufficient for individualisation.

Examples:—

- 1 EDUCATIONAL REVIEW (India).
- 2 EDUCATIONAL REVIEW (United States of America).
- 3 FREE PRESS (Bombay).
- 4 FREE PRESS (Madras).

71123 If a Periodical Publication consists of the Proceedings of a Conference held periodically, the place and the year of the Conference, prescribed by Rule 252 for inclusion in the Heading, are to be omitted.

7113 Section on Periodicity

7113 The Section on Periodicity is to consist successively of

- 1 Statement of Periodicity as prescribed in Rules 71131, 71132, and 71133;
- 2 a fullstop;
- 3 the term " V ";
- 4 the number of the first volume (which will usually, but not necessarily in all cases, be 1);
- 5 a dash;
- 6 some space and a semicolon;
- 7 the year of commencement; and
- 8 a dash.

71130 The Section on Periodicity is to be enclosed in square brackets.

71131 If the period is one year or less, the Statement of Periodicity is to consist successively of

- 1 the number indicating the number of volumes per year;
- 2 the term " V per year ";
- 3 a semicolon;
- 4 the number of separately bound parts in a volume, if more than one;
- 5 the term " parts per volume " if it is operative; and
- 6 a fullstop.

71132 If the period is greater than one year, the Statement of Periodicity is consist successively of

- 1 the term "1 V for";
- 2 the number indicating the number of years;
- 3 the term "years";
- 4 a semicolon;
- 5 the number of separately bound parts in a volume, if more than one;
- 6 the term "parts for volume" if it is operative; and
- 7 a fullstop.

71133 If the Periodical Publication is irregular, the Statement of Periodicity is to begin with the term "Irregular".

71134 If the Periodical Publication continues to be published whether taken in the library or not, no figure is to be added after the dashes within the square brackets.

711341 If Rule 71134 is applicable, the entry is said to be "**Open for the Publication**".

71135 If the Periodical Publication has ceased to be published, the number of the volume and of the year of the last published volume are to be inserted after the respective dashes, within the square brackets.

711351 If Rule 71135 is applicable, the entry is said to be "**Closed for the Publication**".

This Volume Periodicity Note may have to get its information from outside the publication itself. That is why it is directed to be enclosed in square brackets. It may not be possible to get at the year of commencement of some periodical publications. But the cataloguer should spare no efforts to hunt for the information in all possible bibliographical sources and should not rest until he

has succeeded in his effort. The chapter entitled "Bibliographical suggestions" in the *Guide to the cataloguing of the serial publications of societies and institutions* published by the Library of Congress maps out for him the regions where he must hunt for information. No doubt this process may often take an indefinite length of time. That does not mean that the cataloguing should be postponed and the periodical publication should be held up in the cataloguer's unsolved heap, until the information sought is obtained. Such a procedure would go quite against all the Laws of Library Science. On the other hand, what should be done is to release the publication for public use, leaving the space, within the square brackets in the catalogue card, blank. A list of such incomplete cards should be maintained so that they may not be forgotten. The blank space is to be filled in as and when the necessary information is obtained.

7114 SERIES NOTE

7114 The Series note, if any, is to be enclosed in circular brackets and is to be constructed in accordance with Rule 5141 and its subdivisions, except that the serial numbers of all the volumes of the Periodical Publication are to be given in succession at the end of the note. Further, if the first volume of the set does not belong to the series, the volume number or in its absence the year number of the earliest volume of the set which belongs to the series is to be written as the denominator under its corresponding serial number. If any of the later volumes of the set happen to go off the series, the volume number or in its absence the year of the next earliest volume that belongs to the series is to be written as a denominator under its corresponding serial number; and so on.

7115 Holdings Section

7115 The Holdings Section is to consist successively of

- 1 the term "This library has";
- 2 the term "V";
- 3 The numbers of the volume available in the library, if the volumes of the Periodical Publication are numbered;
- 4 a semicolon; and
- 5 the years of the volumes available in the library.

By the "year of the volume" is meant, the year covered by the volume which may not necessarily be the year of publication of the volume. See, for instance, example 2 under Rule 7121.

71153 The statement of the number of volumes available in the library is to consist successively of

- 1 the number of the earliest volume available in the library;
- 2 a dash; and
- 3 the number of the latest volume available in the library;

71155 The statement of the years of the volumes available in the library is to consist successively of

- 1 the year of the earliest volume available in the library;
- 2 a dash; and
- 3 the year of the latest volume available in the library.

71156 If the Periodical Publication is current in the library, the numbers of the latest volume and of its year are to be written in pencil.

711561 If the Periodical Publication is current in the library, the entry is said to be "**Open for the Library**".

71157 If the Periodical Publication is discontinued in the library, the numbers of the last available volume and of its year are to be inked.

711571 If the Periodical Publication is discontinued in the library, the entry is said to be "**Closed for the Library**".

The idea in writing the numbers of the volume and of the year of the latest volume in pencil, if the Periodical Publication is current in the library, is that they will be changed into the succeeding numbers as soon as the succeeding volume gets completed and accessioned. Some libraries do not write these numbers even in pencil, but leave their places blank. Knowing as we do, the notorious impunctuality of the periodicals, it is seldom possible to guess the number and the year of the last completed volume. The simple device suggested in these Rules has been found to be a source of great relief both to the reference staff and to the readers.

Examples:—

*Note:—*In the examples of this Part, the numbers to be written in pencil as per Rule 71156 are shown in antique type.

269 n1,M

STATESMAN'S YEAR book, etc.

[1 V per year. VI— ; 1864—].

This library has V 1-21, 24-30, 65-70; 1864-84, 1887-93, 1928-1933.

The term "etc" represents the term "statistical and historical annual of the states of the world".

The library has a broken set of this Serial. But it is current in the library.

270 w73nM9

WHO'S WHO in America, etc.

[1 V for 2 years. V1— ; 1899/1900-].

This library has V 16; 1930/31

The term "etc" represents the term "a biographical dictionary of notable living men and the women of the United States."

The library has got only one volume of this Serial. But it continues to be published. This entry is "closed for the library," but is "open for the publication".

271 T.441e4,M4n

CALENDAR, Presidency College (Madras).

[1V per year. -].

This library has 1926/27-1933/34

The volumes of this Serial are not numbered. The 'year of the volume' is the only factor distinguishing the volumes from one another. The information about the year of commencement of the serial is not available. Therefore, its space within the square brackets is left blank. It is to be filled up as soon as the information is got.

This Serial is current in the library.

272 z.73g,Nr

YEAR BOOK, Carnegie Institution of Washington.

[1 V per year. V1- ; 1902-].

This library has V1-31; 1902-1932.

The library has an unbroken set of this Serial. It is also current in the library.

273 z44m44,M7

INDIAN ANTIQUARY, etc.

[1 V per year. V 1-62 ; 1872-1933].

This library has V 3-62; 1874-1933.

The term "etc" represents the term "a journal of oriental research in archeology, epigraphy, ethnology, geography, history, folklore, languages, literature, numismatics, philosophy, religion; etc, etc."

This entry is both "closed for the publication" and "closed for the library."

274 *Im56,M8*

ANNALS OF botany.

[1 V per year. V 1- ; 1887-].

This library has V 1-47; 1887-1933.

This Periodical continues to be published. It is current in the library. The library has an unbroken set.

275 *W,6m44,N2*

LOCAL SELF-GOVERNMENT quarterly, (Madras Chamber of Local Boards).

[1 V per year. V 1- ; 1931/32-].

This library has V 1-2; 1931/32-1932/33.

In this example and example 3, the "year of the volume" is not a calendar year, but an artificial year spread over two calendar years. But in example 2, a similar notation stands for two full calendar years. This homonym in notation has not yet been resolved. However the Statement of Periodicity makes this difference clear.

276 *ZA38y7m438,N*

INDIAN LAW reports, Rangoon series, etc., (Burma, High Court).

[1 V per year. V 1- ; 1923-].

This library has V 1-11; 1923-1933.

7116 TRACING SECTION

71160 The Tracing Section of the Main Entry—that is, the back of the Main Card—of a Periodical Publication is to furnish

1 On the left half

the Number, the Year, the Book Number,
and the Accession Number, of each volume,

- in a tabular form using inclusive notation, wherever possible; and
- 2 On the right half
- 21 the Call Number used for each Cross Reference Entry, along with the indication of its locus;
- 22 the Heading used for each Class Index Entry; and
- 23 the Heading used for each Class Index Entry arising out of each Cross Reference entry.

712 Cross Reference Entry

7120 No Cross Reference Entry is to be given for a Periodical Publication, except for a volume of it, containing only a single work or a Festschrift or forming a special volume in any other sense, admitting of its being looked upon as a Simple or Ordinary Composite Book.

7121 A Cross Reference Entry for a Periodical Publication is to consist successively of the following sections:—

- 1 the Call Number which the volume would get, if classified as an independent work (Leading Section);
- 2 the directing element “See”; and
- 3 the Locus Section consisting successively of sections giving

- 31 the Class Number of the Periodical Publication;
- 32 the Heading of the Periodical Publication; and
- 33 the Locus in the form;
- 331 the term "V"; and
- 332 the Number of the volume or its year or both, according to the information available.

Examples:—

277 B p7N30

See

Bm44,N0

BULLETIN, Calcutta Mathematical Society.

V 20; 1928.

The title-page of this volume reads as follows:—

"Commemoration volume | on the occasion of the | twentieth anniversary | of the foundation of | the Calcutta Mathematical Society in 1928 | bulletin | Vol. XX."

It may be stated here that the volume was actually published only in 1930, as shown in the imprint. But, 1928 is the "year of the volume", as prescribed by the commentary on Rule 7115.

278 P15:25A x1,1 M71

See

z4m73,M

JOURNAL, American Oriental Society.

V 9; 1871.

This ninth volume is made of a single work *Taittirīya-prātiśākhya*. In fact, the title of the work appears on the first page of the volume as follows:—

"The Taittirīya-prātiśākhya with the commentary, the Tri-bhaṣyaratna text, translation, and notes, by William D Whitney, professor of Sanskrit in Yale College."

713 Class Index Entry

7131 It must be remembered that the Last Link contributed by the Class Number of a Periodical Publication is a Sought Link.

7132 If a Periodical Publication is one associated with another, the Link forming the Class Number of the Host Periodical Publication is to be taken as an **Unsought Link**.

See Rule 21m3 of the *Colon classification* for an explanation of the term Associated Periodical Publication.

Example:—

Bm44,N JOURNAL, (Indian Mathematical Society); and
Bm44,N,1 MATHEMATICS STUDENT, (Indian Mathematical Society)

are Associated with each other. The former is the Host and the latter is the Associated Periodical.

In the Chain derived from the Class Number of the latter, Bm44,N is an **Unsought Link**.

7133 It should also be remembered that, in accordance with Rule 343, the Heading of the Class Index Entry contributed by the Last Link of the Class Number of a Periodical Publication is to be the same as that of its Main Entry.

7134 Corresponding to the Last Link of the Class Number of a Periodical Publication, a Class Index Entry is to be written, using as Heading each of the following also:—

- 1 Every Alternative Name, including contracted name or initonym, by which the Periodical Publication is popularly referred to among its users;
- 2 In the case of a sponsored Periodical Publication, the Heading got by interchanging

- the name of the Sponsor and the Title-
 Proper of the Periodical Publication; and
 3 Every variation got by substituting every
 Alternative Name of the Sponsor in the
 Heading prescribed in catagory 2.

71341 When the Heading is one prescribed by
 kind 2 or 3 of Rule 7135, a Comma is to be
 inserted between the name of the Sponsor and the
 Title-Propor, unless the whole Title of the Periodical
 Publication begins with the name of the Sponsor.

7135 In a Class Index-Entry of a Periodical Publi-
 cation having a Heading either as shown in commentary
 7133 or as prescribed in Rule 7134, the Directing
 Section, prescribed by Rule 362, is to be omitted.

Examples:—

*Note:—*In the following example, the Class Index Entries for
 the Upper Links are omitted.

Example 270 under Rule 711571 is to get the following Index
 Entry:—

279 WHO'S WHO in America.

w73nM9

The Zeitschrift der Deutschen morgenlandischen Gesellschaft.
 is to get the following Main and Class Index Entries:—

280 z4m55,M

ZEITSCHRIFT, Deutschen Morgenlandischen Gesellschaft.

The third and the later Sections are omitted in the above
 Main Entry.

281 ZEITSCHRIFT, Deutschen Morgenlandischen.

z4m55,M

282 Z D M G

z4m55,M

The last is the familiar name by which this Periodical is asked
 for by the students of Asian culture.

283 DEUTSCHEN MORGENLANDISCHEN GESELLSCHAFT, Zeitschrift.

z4m55,M

The Journal of the Indian Mathematical Society is to get the following Main and Class Index Entries:—

284 Bm44,N

JOURNAL, Indian Mathematical Society.

The third and the later Sections are omitted in the above Main Entry.

285 JOURNAL, Indian Mathematical Society.

Bm44,N

286 INDIAN MATHEMATICAL SOCIETY, Journal.

Bm44,N

The Journal für die reine und angewandte Mathematik is to get the following Main and Class Index Entry:—

287 Bm55,M

JOURNAL FÜR die reine und angewandte Mathematik.

The third and the later Sections are omitted in the above Main Entry.

288 JOURNAL FÜR die reine und angewandte Mathematik. Bm55,M

289 CRELLE'S JOURNAL

Bm55,M

This is the name by which it is familiarly asked for by the students of mathematics.

Example 271 under Rule 711571 is to get the following Class Index Entries:—

290 CALENDAR, Presidency College (Madras).

z441e4,M4n

291 PRESIDENCY COLLEGE (Madras), Calendar.

z441e4,M4n

Example 275 under Rule 711571 is to get the following Class Index Entries:—

292 LOCAL SELF-GOVERNMENT quarterly, (Madras Chamber of Local Boards).

W,6m44,N2

- 293 MADRAS CHAMBER OF LOCAL BOARDS, Local self-government quarterly.
W,6m44,N2
-

Example 276 under Rule 711571 is to get the following Class Index Entries:—

- 294 INDIAN LAW reports, Rangoon series, (Burma, High Court).
Z438y7m438,M
295 RANGOON LAW reports, (Burma, High Court). Z438y7m438,M
296 BURMA LAW reports, (Burma, High Court). Z438y7m438,M
297 BURMA, HIGH COURT, Indian law reports, Rangoon series.
Z438y7m438,M
-

7136 The following Rules are optional to allow of Local Variation.

7137 A Generic Class Index Entry with the Heading "Periodical" or "Serial", as the case may be, may be written for the Periodical Publication, corresponding to each of its Specific Class Index Entries.

71371 The Second and the Third Sections of a Generic Class Index Entry of a Periodical Publication are to consist, respectively, of:—

- 2 The Heading of the Specific Class Index Entry to which it corresponds; and
- 3 The Class Number of the Periodical Publication.

Example 284 under Rule 7135 may get the following Generic Class Index Entries:—

- 298 PERIODICAL.
Journal, Indian Mathematical Society. Bm44,N
299 PERIODICAL.
Indian Mathematical Society, Journal. Bm44,N
-

Example 290 under Rule 7135 may get the following Generic Class Index Entries:—

- | | | |
|-----|--|-------------|
| 300 | SERIAL. | |
| | Calendar, Presidency College (Madras). | z.441e4,M4n |
| 301 | SERIAL. | |
| | Presidency College (Madras), Calendar. | z.441e4,M4n |
-

7138 Class Index Entries may be given for a Periodical Publication corresponding to the Links of its Class Number ending with the Common Isolate Digit and the Geographical Isolate Number respectively.

Example:—

Examples 284 and 287 under Rule 7135 may get the following Optional Class Index Entries:—

- | | | |
|-----|-----------------------------------|------|
| 302 | INDIA, PERIODICAL, MATHEMATICS. | Bm44 |
| 303 | GERMANY, PERIODICAL, MATHEMATICS. | Bm55 |
| 304 | PERIODICAL, MATHEMATICS. | Bm |
-

Example 294 under Rule 7135 may get the following Optional Class Index Entries:—

- | | | |
|-----|----------------------------|------------|
| 305 | BURMA, REPORT, BURMA, LAW. | Z438y7m438 |
| 306 | REPORT, BURMA, LAW. | Z438y7m |
-

714 Cross Reference Index Entry

714 No Cross Reference Index Entry is necessary for a Periodical Publication.

Its purpose—viz to provide entries to link up alternative names of a Periodical Publication—is served by the Class Index Entries prescribed by Rules 7133 and 7134.

715 Book Index Entry

715 No Book Index Entry is to be given to a Periodical Publication, as such.

7151 Any book, contained in a Periodical Publication and given a Cross Reference Entry as prescribed in Rules 712 and 7121, is to be given its Book Index Entries.

7152 A Book Index Entry given according to Rule 7151 is to have a Locus Section as prescribed in Rule 7121, instead of the Index Section prescribed in Rule 533.

716 Cumulative Index

716 In the case of a volume constituting a cumulative index of a Periodical Publication, there is to be only a Main Entry consisting of the following sections written in accordance with the earlier rules appropriate to them:

- 1 Call Number (Leading Section);
- 2 Heading, which is to be the same as for the Periodical Publication to which it relates; and
- 3 Extract from the title-page, indicating the nature and scope of the index.

Example:—

307 Im56,M8b D1

Annals of botany.

Index to V 1-10; 1887-96.

CHAPTER 72

IRREGULARITY IN VOLUME-NUMBER

721 Change in Volume-Periodicity

721 In the case of complexity of kind 21 enumerated in Rule 702, a separate Main Card is to be made for each Volume-Periodicity.

7211 The Class Number in each such card being the same, all such cards are to be treated as a set of 'continued cards' as per Rule 0392.

7212 The entry in all but the last card of the set is to be 'closed for the publication' as provided in Rule 711351.

See examples in Chap 78.

722 Volume Number in Different Sequences

722 In the case of complexity of kind 22 enumerated in Rule 702 a separate main card is to be made for each sequence with the names of the series extra-polated before term "V" in the Volume Periodicity Section and the Holding Section.

7221 The Class Number in each such card being the same, all such cards are to be treated as a set of 'continued cards' as per Rule 0392.

7222 The entry in all but the last card of the set is to be 'closed for publication' as provided in Rule 71151.

See examples 350 to 359 given in Chap 786.

723 Volume Number Simultaneously in many Sequences

723 In the case of complexity of kind 23 enumerated in Rule 702, Rule 722 and its subdivisions are to be applied with the following modification:—

Wherever the numbering of volumes occurs, the number in the alternative sequence is to be interpolated after the one in the other sequence in circular brackets as in examples 343 to 361 given at the end Chap 786.

Which sequence is to be shown within brackets is a question to be decided according to the circumstances of each case,—according to the prominence given in the publication itself to one or other of the sequences.

CHAPTER 73

INTERRUPTED PUBLICATION

731 Suspension without Break in Volume Number

731 In the case of complexity of kind 31 enumerated in Rule 702, an additional section is to be added in crooked brackets consisting successively of—

- 1 the term 'no V in'; and
- 2 the year(s) corresponding to which there is no volume.

This complexity is of frequent occurrence. For example, the *Annual report* of the American Bison Society, which started in 1905 as volume 1, is still continued, but there were no issues in 1921 and 1922.

Many periodicals seem to have suffered an interruption during the Great War. For example, the *Journal* of the Association of Official Agricultural Chemists, Washington D C, which started in 1915, has been regularly coming out as one volume per year except for the interruption during the years 1917-1919; with the result, the number of the volume for 1920 is 3 and not 6. Again the *Isis* started by the History of Sciences Society, Washington D C in 1913 had to be suspended from July 1914 to August 1919; with the result, while the 1913 volume is numbered as 1, the volume for 1920 is numbered as 2 instead of 8. So also the *Carolina journal of pharmacy* started by the North Carolina Pharmaceutical Association in 1915 was suspended from 1918 to 1921; with the result, the volume for 1922 is numbered 4 instead of 8.

Here is a case of infantile mortality. The *Journal* of the Portland Society of Natural History whose first number of the

first volume came out in 1864 has not till now sent out a second number. Further, in the case of another Periodical emanating from the same body under the title *Proceedings*, 4 volumes have come out between the years 1862 and 1930. But the Society still continues to be active and nobody can prophecy that further volumes will not come.

Another case of what appears to be one of a long drawn out infantile mortality was characterised by actual resurrection a century later. "The Connecticut Academy of Arts and Sciences was organised and chartered by the State in the year 1799. In 1810 it issued the first part of Vol 1 of the *Memoirs* of the Academy . . . Part 2 of this volume appeared in 1811, Part 3 in 1813, and 4 in 1816 . . . Since 1816 papers read before the Academy have, to a considerable extent, found their way to be published through the *American journal of science*, the first number of which was issued in August 1818." (71) As a matter of fact the very first article in N 1 of V 1 of the *American journal of science* is the *Essay on musical temperament* by Prof. Fisher of Yale College, which is published with the following note:—"From the MS papers of the Connecticut Academy, now published by permission". The career of the *Memoirs* of the Connecticut Academy of Arts and Sciences, which took seven years to complete its first volume, was believed to have come to an end. As has been indicated in the passage already quoted, the *Memoirs* was published in the *American journal of science* from 1818 to 1865. In 1866, the Academy commenced its second Periodical under the title of *Transactions* and the "Memoirs" was published in it from 1866 to 1909. But to the surprise of all and even while the *Transactions* was still in progress and after an interval of nearly a century, V 2 of the *Memoirs* came out in 1910, thereby establishing a record in suspended animation. Unfortunately, however, it was not able to keep to time; and since the seventh volume came out in 1920 instead of 1915, nothing is yet known whether it is actually dead or has gone into another spell of suspended animation, though its younger sister, the *Transactions*, from which it broke away in 1910, still appears to be progressing quite normally.

Here are some examples of Main Entries relating to complexity of this kind:

Examples:—

308 *Aym*73,N

ISIS, (History of Science Society) (Washington D C).

[1 V per year. V 1— ; 1913-].

{ No V in 1914-19. }

This library has V 1-15; 1913-23.

309 J:(E)*m*73,N

JOURNAL, Association of Official Agricultural Chemists (Washington D C).

[1 V per year. V 1— ; 1915-].

{ No V in 1917-19. }

This library has V 1-16; 1915-33.

732 Suspension with Break in Volume Number

732 In the case of complexity of kind 32 enumerated in Rule 702, an Additional Note is to be added in crooked brackets, after the Section on Periodicity, consisting successively of—

- 1 the term “V not published”; and
- 2 the number(s) of the volume(s) not published.

This complexity does not occur as frequently as complexity of kind 31. But it is by no means absent. The *Transactions* of the “American Laryngological, Rhinological and Otological Society” exists only from volume 2 published in 1896. It appears that volume 1 was never published. Another case of this type is that of the *Proceedings* of the “Certified Milk Producers’ Association of America” whose published volumes number from 3, dated 1910, volumes 1 and 2 not having been published.

Here is another queer case. In the case of the *Transactions* of the “American Otological Society,” the first number of the first volume was issued only in manuscript and V 2 was published with the *Proceedings* of the “American Ophthalmological Society”, with the result, the set of the *Transactions* does not have the second

volume and the first volume is incomplete. Again volumes 2 and 5-7 of the *Proceedings* of the "Potato Association of America" have not been published, though the other volumes have been coming out regularly.

In the case of the irregular Periodical called *Percolator* and published by the "Chemists' Club", New York City, the first five volumes were published in 1909-1922. From 1922-1925, numbers 56-62 of the publication came out without being assembled as volumes at all. But the numbers of 1926 claimed to form part of volume 8 of the publication. Similarly, the *Engineers bulletin* published by the "Colorado Society of Engineers" sent out its first 55 numbers between the years 1918 and 1922 and made no attempt to group them into volumes. But from 1923 onwards, the numbers coming out in a year are made into a volume, the 1923 volume being numbered the 7th volume.

Here is an example of the Main Entry for complexity of this type.

Example:—

310 $\lambda 31m73,N$

PROCEEDINGS, Certified Milk Producers' Association of America.

[1 V per year. V 3— ; 1910-].

{ No V in 1918 and 1919. }

This library has V 3-16; 1910-33.

733 Clubbed Volumes

733 In the case of complexity of kind 33 enumerated in Rule 702, an Additional Note is to be added in crooked brackets after the Section on Periodicity, consisting successively of

either

- 1 the term 'V issued together'; and
- 2 groups of numbers separated by semicolons, each group consisting of the numbers of the volumes issued together in a single volume;

or

- 1 the term 'V bound together'; and
- 2 groups of numbers separated by semicolons,
each group consisting of the numbers of
the volumes bound together.

See examples 343 and 344 in Chap 786.

CHAPTER 74

CHANGE OF TITLE AND SPONSOR

741 Without Change in Sequence of Volume Number

741 In the case of complexity of kind 41 enumerated in Rule 702, a separate Main Card is to be made for each different title and heading.

7411 The Class Number in each such card being the same, the cards are to be treated as a set of 'continued cards' as per the Rules of Section 0791.

7412 The entry in all but the last card of the set is to be 'closed for publication' and also 'closed for the library' as provided in Rules 71135 and 71157.

Both the change of name of a Periodical Publication and the change of name of the body responsible for it occur rather frequently. It is very few publications that escape this complexity. A case is reported of a Society changing its name 41 times in 14 years. Sometimes the change of title is such as to tempt the classifier even to give a different Class Number. But the fact that the volumes are consecutively numbered or that there is a cumulative index covering all the titles prevents one from changing the Class Number to suit the change of title. This is illustrated in the examples given at the end of this chapter, and in the examples given at the end of these remarks.

Here are some less serious changes. 1905 saw the foundation of the "National Association of Cement Users" at Detroit, Michigan. In 1913, it had its name changed as "American Concrete Institute." It has been responsible for a Periodical,

which was called *Proceedings* from 1905 to 1913. *Journal* from 1914 to 1915 and again *Proceedings* since 1916. The numbers of all the volumes run, however, in one continuous sequence.

Again the "American Electro-therapeutic Association", founded in 1890, took over the Periodical *Medical library* which had been running its course from 1883 without a 'learned' god-father, changed its name to *Journal of electro-therapeutics*, but continued the old sequence in numbering the volumes. Thus the first volume of the *Journal of electro-therapeutics* came out in 1890 as volume 8. In 1902, the Publication was given another name and so volumes 20 to 33 (1902-1915) appeared under the more high sounding name *Journal of advanced therapeutics*. The way in which this name came to be adopted is told (72) by its editor in the following words:—

"At the annual meeting of the American Electro-therapeutic Association, held in Buffalo in 1901, as prospective Editor of the *Journal* and with the consent of the Publisher, the Association accepted the *Journal* under the Editor's management, as the Official Organ of the Association. Under that arrangement and with the co-operation of the leading members of the American Electro-therapeutic Association the first issue was prepared for January first, 1902. It was first decided that the *Journal* should appear thereafter as the American *Journal of Electrology and Radiology*, and an issue was prepared under that title. At the urgent request of the publisher, however, who wished to combine the *Journal* with another publication of his own, the name adopted and appearing in a second issue of the first volume was the *Journal of Advanced Therapeutics*."

However, the original idea, which seems to have been simmering in the mind of the Association, ultimately gained the upper hand and from 1916 to 1925, volumes 34 to 43 came out under the long title *American journal of electro-therapeutics and radiology*. But with volume 44 which came out in 1926, a further change in name led to the title *Physical therapeutics*, the name of the Association itself having been changed later in October 1929 into "American Physical Therapy Association" as if in conformity with this title,

as a result of merging itself with the "Western Association of Physical Therapy". God alone knows what further nomenclative future is lying hidden in the womb of time for this Periodical. The April issue of 1932 was the last number of this Periodical. A circular about it said: "PHYSICAL THERAPEUTICS, the official journal of the American Physical Therapy Association, will hereafter be incorporated by the ARCHIVES OF PHYSICAL THERAPY, X-RAY, RADIUM, the official journal of the American Congress of Physical Therapy, since the American Physical Therapy Association has merged its interests with those of the American Congress of Physical Therapy. . . . The unexpired part of your subscription is now assumed by the ARCHIVES OF PHYSICAL THERAPY, X-RAY, RADIUM and you will, commencing with the February, 1933 issue, receive the ARCHIVES for the unexpired term of your subscription to PHYSICAL THERAPEUTICS." All honour, however, for the consistency in the volume periodicity and the persistence in one and only one uninterrupted sequence of volume numbers.

Here is a more chequered career. 1895 saw the birth of the *New Jersey forester*. Even before the first volume was completed its name was changed as *Forester*. This name was allowed till the seventh volume came out in 1901, with this special event that the hospitality of its pages was thrown open in 1898 to accommodate the *Proceedings* of the "American Forestry Association," which Association had its old name 'American Forestry Congress,' assumed in 1882, changed in 1889. With volume 8 which came out in 1902, the Periodical was given the longer name *Forestry and irrigation*. But while in the middle of volume 14 and of year 1905, while only 8 of the issues of volume 14 had come out, it appears to have been paralysed. It was revived in 1908 under the title *Conservation*. But when it was revived it recollected its previous existence exactly and insisted that the first issue of the *Conservation* should be brought out as volume 14 number 9. But this incarnation was but shortlived, as it had to change again in 1910 and have its back gilted as *American forestry*, V 16-29 from 1910 to 1923. Again volume 30 which came out in 1924 brought with it another life for our many-lived publication under the more

comprehensive appellation *American forests and forest life*. We wish this hardy fellow many more births coupled with the correct memory of his sequence of volume numbers.

Sometimes the change in the name is very slight and imperceptible. For example, the Periodical which was known as *Journal of abnormal psychology and social psychology* from 1906 changed its name in 1926 to *Journal of abnormal and social psychology*.

Sometimes the learned societies themselves appear to be subject to slip of memory. For example, the "Illinois State Academy of Science" which started its career in 1907 began its *Transactions* even in its first year of life and is still continuing it. But from 1911 to 1917 it appears to have forgetfully named them as *Transactions of the Illinois Academy of Science*. It is not known who reminded it of the propriety of reinstating the 'State' at the proper place in 1918.

A more quixotic forgetfulness, on the part of a learned body, of its own name and a more vagarious change of the name of its only Periodical is illustrated by the following:—The Medical Association of Georgia saw the light of day in 1849. Immediately it started its Periodical and is, since then, sending out its volumes regularly at one per year. But look at the plethora of names appearing on the title pages of its volumes. Volumes 1 and 2 were called *Minutes of the proceedings of the Medical Association of Georgia*. Volumes 3 and 4 were called *Transactions of the Medical Society of the State of Georgia*. Volume 5 was given the name of the first born. Volumes 6 to 19 came out as the *Proceedings of the Georgia Medical Association*. Volumes 20 to 23 were called the *Transactions of the Georgia Medical Association*, while volumes 24 to 61 came out one after another regularly for 38 years under the uniform name *Transactions of the Medical Association of Georgia* and reached volume 61. As if this uniformity was too good to be continued any longer the Association changed the name of the Periodical to *Journal* in 1911 and further started a new sequence for numbering the volumes. Surely this idiosyncrasy would justify one crying out "Physician, heal thyself". But, for the poor cataloguer these vagaries mean writing no less than

7 Main Cards instead of one and perhaps no less than 9 Index Cards instead of two. Thus the cataloguer's work is increased fivefold. Are the managements of libraries sensitive to such woes of the librarian and disposed to increase the cataloguing staff fivefold? Their present attitude, however, appears to be one born of blissful ignorance of the complexities of cataloguing. Due to an unfortunate tradition, cataloguing is still looked upon by them as a feminine job for semi-literate persons. Perhaps, it is worth quoting the following from the *Five laws of library science* (73), "But the superior arrogance of those, who can more than read books, who feel competent to criticise literary style or have gained some acquaintance with a special department of knowledge, is more annoying. They imagine that anything in a library beyond their (own) scholarship, is manual, clerical and rather beneath their efforts, not knowing that they are yet only good material out of which librarians might be made. Not infrequently one comes across a bumptious upstart who has the cheek to say, 'What is there in *indexing*?' meaning by 'indexing', *Cataloguing*. One only wishes that he was allowed to try his hand at 'indexing' for a couple of months to discover for himself what a mess he is capable of making".

We shall conclude these remarks by writing the Main Cards in the case of a Periodical which has seen changes in its own name as well as in the name of its learned god-father.

Examples:—

311 L:4:7m73,M91

TRANSACTIONS, National Association of Railway Surgeons (United States of America).

[1 V per year; 1891-93].

This library has 1891-93.

continued in the next card.

312 L:4:7m73,M91

continued 1.

RAILWAY SURGEON, (National Association of Railway Surgeons) (United States of America).

[1 V per year. V 1-4; 1894-1897].

This library has V 1-4; 1894-1897.

continued in the next card.

- 313 L:4:7m73,M91 continued 2.
RAILWAY SURGEON, (International Association of Railway Surgeons)
(America).
1 V per year. V 5-10; 1898-1903.
This library has V 5-10; 1898-1903.
continued in the next card.
- 314 L:4:7m73,M91 continued 3.
RAILWAY SURGICAL journal, (American Association of Railway
Surgeons).
[1 V per year. V 11-27; 1904-1920].
This library has V 11-27; 1904-1920.
continued in the next card.
- 315 L:4:7m73,M91 continued 4.
SURGICAL JOURNAL, (American Association of Railway Surgeons).
[1 V per year. V 28-; 1921-].
This library has V 28-40; 1921-1933.

742 With Change in sequence of Volume Number

742 Cases of complexity of kind 42 enumerated in Rule 702 are to be treated on the analogy of Rule 741 and its subdivisions.

This complexity is as frequent as the preceding one. Here are some examples. What was organised in 1859 as the "Entomological Society of Philadelphia" has come to be known as the "American Entomological Society" since 1867; with the result, one of its Periodicals appears as *Proceedings of the Entomological Society of Philadelphia* from 1861 to 1867 and, since the latter date, is still coming out as the *Transactions of the American Entomological Society*, but with a different sequence of volume numbers.

Again the "American Geographical and Statistical Society" founded in 1854 changed its name in 1871 to the "American Geographical Society of New York". The metamorphosis in the name of one of the Periodicals commenced by it in 1859 is very interesting. The first two volumes were called the *Journal of the American Geographical and Statistical Society*. The third volume was published as the *Annual report of the Society*. The numbers

of volumes 4 to 32 appeared as *Bulletin* but were to be called *Journal* when bound. However, volumes 33 to 47 were permitted to have the same name as their constituents, viz *Bulletin*. This was till 1915. But in 1916 this Periodical came to be known as the *Geographical review* and as if in recognition of this drastic change in name, a new sequence was begun in numbering the volumes.

We may conclude this rule with the Main Entries of a Periodical with the complexity covered by this rule.

Examples:—

316 Lm73,M88

PROCEEDINGS, Chicago Medical Society.

[1 V per year. V 1-3(10); 1888-1891].

(V 3 not completed).

This library has V 1-3(10); 1888-91.

continued in the next card.

317 Lm73,M88

continued 1.

CHICAGO MEDICAL record, (Chicago Medical Society).

[1 V per year. V 1-2; 1891-92].

This library has V 1-2; 1891-92.

continued in the next card.

318 Lm73,M88

continued 2.

CHICAGO MEDICAL recorder, (Chicago Medical Society).

[1 V per year. V 3- ; 1893-].

This library has V 3-43; 1893-1933.

CHAPTER 75

AMALGAMATION

751 Continuation of Title and Volume Number

751 In the case of complexity of kind 51 enumerated in Rule 702, the title, which is continued, is to be given a new Main Card.

7511 The Class Number in the new Main Card being the same as in the earlier Main Card with the same title, they are to be treated as a set of "continued cards" as per the Rules of Section 0791.

7512 The entries in the Main Cards of all the amalgamated Publications including the earlier one of the continued title are to be 'closed for publication' and 'closed for the library' as provided in Rules 71135 and 71157.

7513 In the new Main Card an additional note is to be added after the Section on Periodicity and written within inverted commas, consisting successively of

- 1 the term "*Amalgamates*"; and
- 2 the call numbers and names of the other Periodical Publications amalgamated with it, the information about the different Publications being put in separate lines.

7514 In the last Main Card of each of the Periodical Publications mentioned in the additional note of

the new Main Card, an additional note is to be added after Section on Periodicity, consisting successively of

- 1 the term "*Amalgamated with*"; and
- 2 the Class Number and name of the Publication with which it is amalgamated.

752 Continuation of Title but not of Volume Number

752 Cases of complexity of kind 52 enumerated in Rule 702, are to be treated on the analogy of Rule 751 and its subdivisions.

Examples:—

319 Tm73,M9

EDUCATIONAL REVIEW (United States of America).

[2 V per year. V 1-76; 1891-1928].

(V 76 lacks the last two issues).

"*Amalgamated with*

Tm73,N1 SCHOOL AND society."

This library has V 1-76; 1891-1928.

320 Tm73,N1

SCHOOL AND society.

[2 V per year. V 1-27; 1915-1928].

This library has V 1-27; 1915-28.

continued in the next card.

321 Tm73:N1

SCHOOL AND society.

[2 V per year. V 28- ; 1928-].

"*Amalgamates*

Tm73,M9 EDUCATIONAL REVIEW (United States of America) "

This library has V 28-33; 1928-1933.

continued

Amalgamations occur fairly frequently. Sometimes they occur without notice and suddenly. Sometimes due notice is given. Or the amalgamation is explicitly brought to the notice of readers at least after the event. In some cases no such clue is given except for a slight change in the title. In the example given above, a long standing Periodical like the *Educational review* which had run its course over 76 volumes was put to the necessity, all on a sudden,

of getting into alliance with another youngster even while it was in the middle of a volume. The merging of this veteran with the comparatively youngster *School and society* has been described with a sigh of sorrow by Dr Frank Pierrepont Graves, New York State Commissioner of Education and President of the University of the State of New York who once nourished the *Educational review* for a few years (74).

"Does it not seem an unhappy circumstance that such a magazine should lose its identity? . . . Since, however, it has been decreed that the name and form should vanish, it is most fortunate that the spirit and substance are to be preserved in a journal that has so clearly won its way to educational leadership as SCHOOL AND SOCIETY."

This capacious *School and society* has absorbed also other educational periodicals, viz. *School journal* established in 1874 and the *Teachers' magazine* established in 1878. This information is not shown in the entries as the years of their amalgamation are not known.

Examples:—

322 Tm73,M97

AMERICAN EDUCATION.

[1 V per year. V 1-32; 1897-1928].

(V 32 had only four issues).

"*Amalgamated with*

Tm73:M80 EDUCATION".

This library has V 1-32; 1897-1928

323 Tm73,M8

EDUCATION.

[1 V per year. V 1-48; 1880/81—1927/8].

This library has V 1-48; 1880/81—1927/28.

continued in the next card.

324 Tm73,M8

EDUCATION.

[1 V per year. V 49-; 1928/29—].

"*Amalgamates*

Tm73,M97 AMERICAN EDUCATION".

This library has V 49-52; 1928/29—1932/33.

continued.

In this case, the necessity for amalgamation seems to have arisen by the time the *American education* had issued the first four numbers of volume 32. But the fourth number of volume 32 had an explicit announcement in the following terms (75).

"With this December issue, AMERICAN EDUCATION ceases to exist as a separate magazine and is merged with EDUCATION. All unexpired subscriptions to AMERICAN EDUCATION will be filled to the end of the subscription date with copies of EDUCATION. Since the list price of EDUCATION is just twice that charged for AMERICAN EDUCATION we feel sure that our subscribers will appreciate this bargain in educational literature."

There are even more queer types of amalgamation and merging. Instead of the constituent journals giving up their identity, as has happened in the two preceding examples, the continuing periodical acts as a host and the amalgamated periodicals are treated as guests with their own individuality persisting in some form or another. Here are some examples:—The "Appalachian Mountain Club" founded in 1876 is conducting three Periodical Publications, viz, *Appalachia* commenced in 1876, *Register* commenced in 1879, and *Bulletin* commenced in 1907. The *Appalachia* had its independent existence from 1876 to 1921. From 1922 it appears merely as a number of the *Bulletin*. For instance the 1922 volume is N 5 of V 16 of the *Bulletin*. The *Bulletin* has also begun to play the host to the *Register*, by vacating another of its numbers for it.

Another example is that of the Periodical Publications published by the "Ohio Academy of Science" organised on 31 December 1891. It started its *Proceedings* in 1892 and this Periodical still continues regularly. The *Annual reports*, which appeared as an independent Serial from 1892 to 1902 and had its volumes numbered as 1-11, became part of *Proceedings* from 1903 onwards. So also the *Special papers*, whose first seven volumes appeared independently in the years 1899 to 1902, has now become a guest and the volumes of this guest, beginning from the eighth, are now to be found within the hospitable covers of the *Proceedings*.

Still another interesting case of amalgamation is that of *Journal, Bulletin* and *Ceramic abstracts* of the "American Ceramic Society"

which are all published under one cover but separately paged. Another complication in this case is that they together constitute the continuation of the *Transactions*. The Society was founded in 1899. From 1899 to 1917, it published the 19 volumes of its *Transactions*. In 1918 the *Transactions* was replaced by the *Journal*. In 1922 the *Bulletin* and the *Ceramic abstract*, came into existence but agreed to live as members of a joint family under the same cover as their elder sister, *Journal*, each signifying its individuality by having its own pagination. Long live this happy family free from any fratricidal propensity!

753 New Title and Old Class Number

753 In the case of complexity of kind 53, enumerated in Rule 702, the new title is to be given a new Main Card.

7531 If its Class Number be the same as for the earlier title whose numbering of volumes is continued under the new title it is to be treated on the analogy of the subdivisions of Rule 751.

75311 If the Class Number is different, it is to be treated on the analogy of the subdivisions of Rule 754.

754 New Title and New Class Number

754 In the case of complexity of kind 54, enumerated in Rule 702, the new title is to be given a Main Card.

7541 An Additional Note is to be added in it, within inverted commas, consisting successively of

- 1 the terms *Amalgamates*; and
- 2 the Class numbers and the titles of the Periodical Publications amalgamated in it, the information about the different publications being put in separate lines.

7542 The Entries in the Main Cards of all the amalgamated publications are to be 'closed for publications' and also 'closed for the library' as provided in Rules 71135 and 71157.

7543 An Additional Note is to be added in the last Main Card of each of the amalgamated publications, consisting, successively of

- 1 the term *Amalgamated in*; and
- 2 the Class Number and the title of the publication amalgamating it.

Examples:—

325 Gam73,N

BIOLOGICAL ABSTRACTS.

[1 V per year. V 1- ; 1927-].

"*Amalgamates*

G91am73,N ABSTRACTS OF bacteriology; and

Iam73,N BOTANICAL ABSTRACTS."

This library has V 1-7; 1927-33.

326 G91am73,N

ABSTRACTS OF bacteriology.

[1 V per year. V 1-10; 1917-26].

"*Amalgamated in*

Gam73,N BIOLOGICAL ABSTRACTS."

The library has V 1-10; 1917-26.

327 Iam73,N

BOTANICAL ABSTRACTS.

[1 V per year. V 1-7; 1912-26].

"*Amalgamated in*

Gam73,N BIOLOGICAL ABSTRACTS."

The library has V 1-7; 1920-26.

CHAPTER 76

SPLITTING UP

761 Class Number Continued by One

761 In the case of complexity of kind 61 enumerated in Rule 702, each of the Publications into which the original is split is to be given a new Main Card.

7611 The old Main Card and the Main Card of the Publication continuing the old Class Number are to be treated as a set of "continued cards" as per the Rules of Section 0791.

7612 The Entry in the old Main Card is to be 'closed for publication' and also 'closed for the library'; as provided in Rules 71135 and 71157.

7613 An Additional Note is to be added within inverted commas, in its old Main Card, consisting successively of

- 1 the term *Split partially into*; and
- 2 the Class Number and the title of each of the Publications, other than the one continuing the old Class Number, into which it is split, the information about each publication being given in separate lines.

7614 In the Main Card of each of the publications, other than the one continuing the old Class Number,

into which it is split, an Additional Note is to be added within inverted commas, consisting, successively of

- 1 the term *Split partially from*; and
- 2 the Class Number and the title of the original publication.

See examples 342 and 345 in Chap 786.

762 Class Number Continued by None

762 Complexity of kind 62 enumerated in Rule 702, is to be treated on the analogy of Rule 761 and its subdivisions, with the modification that the term "Split" is to be substituted for the term "Split partially" wherever it occurs.

Examples:—

328 Am42,M

JOURNAL, College of Science, Imperial University of Tokyo.
[Irregular. V 1-45; 1887-1925].

"*Split into*

Γm42,N2 JOURNAL, Faculty of Science, Imperial University of Tokyo, Section 1, etc.

Hm42,N2 JOURNAL, Faculty of Science, Imperial University of Tokyo. Section 2, etc.

Im42,N2 JOURNAL, Faculty of Science, Imperial University of Tokyo, Section 3, etc.

Km42,N2 JOURNAL, Faculty of Science, Imperial University of Tokyo, Section 4, etc.

Y7m42,N2 JOURNAL, Faculty of Science, Imperial University of Tokyo, Section 5, etc."

This library has V 1-45; 1887-1925.

329 Γm42,N2

JOURNAL, Faculty of Science, Imperial University of Tokyo, Section 1, Mathematics, astronomy, physics, chemistry.

[Irregular. V 1-; 1925/29—].

"*Split from*

Am42,M JOURNAL, College of Science, Imperial University of Tokyo."

This library has V 1; 1925/29—

The second volume of this Periodical had not been completed in 1934. That is why the number of the volume and the year of the second volume are not shown in the last line.

330 Hm42, N2

JOURNAL, Faculty of Science, Imperial University of Tokyo, Section 2, Geology, mineralogy, geography, seismology.

[Irregular. V 1-; 1925/27—]

"*Split from*

Am42,M JOURNAL, College of Science, Imperial University of Tokyo."

This library has V 1-2; 1925/27—1926/30.

331 Im42, N2

JOURNAL, Faculty of Science, Imperial University of Tokyo, Section 3, Botany.

[Irregular. V 1-; 1925/27—]

"*Split from*

Am42,M JOURNAL, College of Science, Imperial University of Tokyo."

This library has V 1-4; 1925/28—1932/33.

332 Km42, N2

JOURNAL, Faculty of Science, Imperial University of Tokyo, Section 4, Zoology.

[Irregular. V 1-; 1925/29—]

"*Split from*

Am42,M JOURNAL, College of Science, Imperial University of Tokyo."

This library has V 1-2; 1925/29—1929/31.

333 Y7m42, N2

JOURNAL, Faculty of Science, Imperial University of Tokyo, Section 5, Anthropology.

[Irregular. V 1 *-; 1925—].

"*Split from*

Am42,M JOURNAL, College of Science, Imperial University of Tokyo."

The library has V 1 *-; 1925—.

* Even the first volume of this Periodical had not yet been completed.

After the completion of the first volume the astericks will be rubbed off.

(The above note is, as it was added in 1934, to state the position then prevailing).

CHAPTER 77

SUPPLEMENT

771 Without Separate Pagination

771 In the case of complexity of kind 71 enumerated in Rule 702 the supplements are to be given Cross Reference Entries on the analogy of Rule 712.

The right side of the back of the Main Card, will indicate all the monographs and books that are caught up as part of the Periodical Publication.

772 With Separate Pagination

772 In the case of complexity of kind 72, enumerated in Rule 702, each monograph supplement or book is to be separated from the Periodical Publication and dealt with as an independent book.

7721 In the appropriate Main Cards of the Periodical Publication an Additional Note is to be added within inverted commas, consisting successively of

- 1 the term *For supplements see*; and
- 2 the Call Numbers of the separated books, written as separate sentences.

7722 In the Main Cards of the separated books, an appropriate Extract Note is to be added, as provided in Rule 5143 and its subdivisions.

7723 If a supplement of this kind chances to be bound with a volume of the Periodical Publication, it is to be dealt with as if it were of kind 71.

773 Supplementary Periodical Publication

773 In the case of complexity of kind 73, enumerated in Rule 702, the supplements are to be treated as independent Periodical Publications.

7731 In the corresponding Main Cards of the main publication, an Additional Note is to be added within inverted commas, consisting successively of

- 1 the term *Has as supplement*; and
- 2 the Class Numbers and the titles of the supplements, the information about each supplement being given in separate lines.

7732 In the Main Cards of the supplements, an Additional Note is to be added within inverted commas, consisting successively of

- 1 the term *Supplement to*; and
- 2 the Class Number and title of the main publication.

See example 362 in Chap 78.

774 If the supplements which have been treated as separate Periodical Publications or separate books are covered by the Cumulative Indexes of the Main Periodical Publication, the appropriate volumes of the cumulative indexes are to be provided (in some convenient and prominent form, say, by the insertion in the supplements of a written or typed or printed slip);

with the Class Numbers or the Call Numbers, as the case may be, of the separated supplements.

Examples:—

- 334 z44m44, N27
JOURNAL OF oriental research.
[1 V per year. 1-; 1927-].
"For supplements see
P31,Dx1,1 N30.1
O15,2D35,26 N31
R641x4,3 15N32."
This library has V 1-7; 1927-33.
- 335 P31,Dx1,1 N30.1
TOLKAPPIYAM . . . , ed with comm in English by P S Subrahmanya Sastri. V 1. Eluttatikaram.
(Madras oriental series, 3).
"Supplement to
z44m44, N27 JOURNAL OF oriental research. V 2-4; 1928-1930."
61618
- 336 O15,2D35,26 N31
BHASA.
Vinavasavadattam with introd by S Kuppuswami Sastri.
(Madras oriental series, 2).
"Supplement to
z44m44, N27 JOURNAL OF oriental research V 1, 3-5; 1927, 1929-1931."
61617
- 337 R641x4,3 15N32
MANDANA MISRA.
Vihbramayiveka, ed by S Kuppuswami Sastri and T V Ramachandra Dikshitar.
(Madras oriental series, 1)
"Supplement to
z44m44, N27 JOURNAL OF oriental research. V 1; 1927."
61616

CHAPTER 78

COMBINATION OF COMPLEXITIES

781 Introduction

WE have so far followed the practice of pure mathematicians and dealt with each type of complexity in isolation, just for facilitating the development of the subject. But it is well known that, in actual life, it is seldom that difficulties come in such mathematical simplicity. So also it is seldom that a primary complexity occurs singly all by itself, in actual practice. Complexities appear, on the other hand, in all conceivable combinations. In such cases all the appropriate notes are to be added as indicated in the succeeding rules. It may be recalled here that the following kinds of sections and notes are possible:—

- 1 Section on Periodicity, enclosed in square brackets;
- 2 Series Note, enclosed in circular brackets;
- 3 Complexity Note, enclosed in crooked brackets;
- 4 Notes relating to Amalgamation, Split up, and Supplement, each enclosed within inverted commas; and
- 5 Holdings Section, not enclosed in any way.

782 All the appropriate Sections and Notes are to be added in the first card and in each of the continued cards; as the case may be, to the extent warranted.

783 The Section on Periodicity is to be the First Section after the Title Section, in each card.

784 The Holdings Section is to be the Last Section, in each card.

785 The Notes on Complexities—Amalgamation, Split up, and Supplements—are to be written before the Holdings Section, in their chronological sequence.

786 Each Note is to be written as a Separate Section.

Examples:—

- 338 Am56,K,1
ABSTRACTS of the papers printed in the philosophical transactions,
Royal Society of London.
[Irregular. V 1-4; 1800/14—1837/43].
This library has V 1-4; 1800/14—1837/43.
continued in the next card.
- 339 Am56,K,1 *Continued 1.*
ABSTRACTS of the papers, Royal Society of London.
[Irregular. V 5-6; 1843/50—1850/54].
This library has V 5-6; 1843/50—1850/54.
Continued in the next card.
- 340 Am56,K,1 *Continued 2.*
PROCEEDINGS, Royal Society of London.
[Irregular. V 7-75; 1855/56—1904/05].
“Split partially into
Gm56,K,1 PROCEEDINGS, SERIES B, Royal Society of London.”
This library has V 8-53; 1856/57—
Continued in the next card.
- 341 Am56,K,1 *Continued 3.*
PROCEEDINGS, SERIES A, Royal Society of London.
[Irregular. V 76- . 1905-].
This library has V 115-142. 1927-33.
- 342 Gm56,K,1
PROCEEDINGS, SERIES B, Royal Society of London.
[Irregular. V 76- . 1905-].
“Split partially from
Am56,K,1 PROCEEDINGS, Royal Society of London.”
This library has 77-95, 101-113, 115-142; 1905/06—1923, 1927-33.
- 343 Bm44,N
JOURNAL, Indian Mathematical Club.
[1 V per year. V 1-2; 1908-10].
[No V for 1909].
{ Bound together V 1-2. }
This library has V 1-2; 1908-10.
Continued in the next card.

- 344 Bm44,N *Continued 1.*
 JOURNAL, Indian Mathematical Society.
 [1 V per year. V 3-14; 1911-22].
 { *Bound together* V 3-4, 5-6, 7-8, 9-10, 11-12, 13-14. }
 This library has V 2-14; 1911-22.
- 345 Bm44,N *Continued in the next card.*
Continued 2.
 JOURNAL, Indian Mathematical Society.
 [1 V for two years. V 15- ; 1923/24-1931/32].
 " Each V from V 16 has as supplement
 Bp44,N REPORT, Indian Mathematical Conference ".
 " *Split partially into*
 Bm44,N,1 MATHEMATICS STUDENT, (Indian Mathematical
 Society) ".
 This library has V 15-19; 1923/24-1931/32.
- 346 Bm44,N,1
 MATHEMATICS STUDENT, (Indian Mathematical Society).
 [1 V per year. V 1- ; 1933-].
 " *Split partially from*
 Bm44,N JOURNAL, Indian Mathematical Society ".
 This library has V 1- ; 1933-
- 347 Bp44,N
 REPORT, Indian Mathematical Conference.
 [1 V for two years. V 4- ; 1924-].
 { V 4 and 5 bound with Bm44,N JOURNAL, Indian Mathematical
 Society, V 15 and 16 respectively. }
 { V 1-4 not separately published, but included in Bm44,N JOURNAL,
 Indian Mathematical Society, V 9,11, 13 and 15. }
 " *Supplement to*
 Bm44,N JOURNAL, Indian Mathematical Society."
 This library has V 5-7; 1924-1931,
- 348 Cm55,L
 ANNALEN DER Physik.
 [3 B per year. B 1-30, 31-60 (=Neue F: B1-30); 1799-1819].
 This library has B 1-30, 31-60 (=Neue F: B 1-30); 1799-1819.
Continued in the next card.
- 349 Cm55,L *Continued 1.*
 ANNALEN DER Physik und der physikalischen Chemie.
 [3 B per year. B 61-76 (=Neuste F:B 1-16); 1819-24].
 This library has B 61-76 (=Neuste F:B 1-16); 1819-24.
Continued in the next card.

- 350 Cm55,L *Continued 2.*
ANNALEN DER Physik und Chemie.
[3 B per year. B 1-11 (= Ganzen F: 77-87); 1824-27].
"Each of the V has an alternative title-page giving the title as ANNALEN DER Physik".
This library has B 1-11 (= Ganzen F: 77-87); 1824-27.
Continued in the next card.
- 351 Cm55,L *Continued 3.*
ANNALEN DER Physik und Chemie.
[3 B per year. B 12-30 (= Ganzen F: 88-106); 1828-33].
This library has B 12-30 (= Ganzen F: 88-106); 1928-33.
Continued in the next card.
- 352 Cm55,L *Continued 4.*
ANNALEN DER Physik und Chemie.
[3 B per year. B 31-60 (=R:2: B 1-30 = Ganzen F: 107-136); 1834-43].
"Has as supplement
Cm55:L,1 ANNALEN DER Physik und Chemie. Ergänzungsband".
This library has B 31-60 (=R:2: B 1-30 = Ganzen F: 107-136); 1834-43.
Continued in the next card.
- 353 Cm55,L *Continued 5.*
ANNALEN DER Physik und Chemie.
[3 B per year. B 61-90 (=R 3: B 1-30 = Ganzen F: 137-166); 1844-53].
"Has as supplement
Cm55:L,1 ANNALEN DER Physik und Chemie, Ergänzungsband".
This library has B 61-90 (=R 3: B 1-30 = Ganzen F: 137-166); 1844-53.
Continued in the next card.
- 354 Cm55,L *Continued 6.*
ANNALEN DER Physik und Chemie.
[3 B per year. B 91-120 (=R 4: B 1-30 = Ganzen F: 167-196); 1854-63].
"Has as supplement
Cm55:L,1 ANNALEN DER Physik und Chemie, Ergänzungsband".
This library has B 91-120 (=R4: B 1-30=Ganzen F: 167-196); 1854-63.
Continued in the next card.

- 355 Cm55,L *Continued 7.*
 ANNALEN DER Physik und Chemie.
 [3 B per year. B 121-150 (=R 5: B 1-30 =Ganzen F: 197-226);
 1864-73].
"Has as supplement
 Cm55:L,1 ANNALEN DER Physik und Chemie, Ergänzungsband".
 This library has B 121-150 (=R 5: B 1-30 =Ganzen F: 197-226);
 1864-73.
Continued in the next card.
- 356 Cm55,L *Continued 8.*
 ANNALEN DER Physik und Chemie.
 [3 B per year. B 151-160 (=R 6:B 1-10 =Ganzen F: 227-236);
 1874-77].
"Has as supplement
 Cm55:L,1 ANNALEN DER Physik und Chemie, Ergänzungsband;"
 and C p7M".
 This library has B 151-160 (=R 6: B 1-10 =Ganzen F:227-236);
 1874-77.
Continued in the next card.
- 357 Cm55,L *Continued 9.*
 ANNALEN DER Physik und Chemie.
 [3 B per year. Neue F: B 1-69 (=Ganzen F: 237-305); 1877-1899].
"Has as supplement
 Cm55:L,1 ANNALEN DER Physik und Chemie, Ergänzungsband".
 This library has Neue F: B 1-69 (=Ganzen F:237-305); 1877-1899.
Continued in the next card.
- 358 Cm55,L *Continued 10.*
 ANNALEN DER Physik.
 [3 B per year. F4: B 1-87 (=Ganzen R:306-392); 1900-1928].
 This library has F 4: B 1-87 (=Ganzen R:306-392); 1900-1928.
Continued in the next card.
- 359 Cm55,L *Continued 11.*
 ANNALEN DER Physik.
 [3 B per year. F 5: B 1-3 (=Ganzen R: 393-395); 1929].
 This library has F 5: B 1-3 (=Ganzen R: 393-395); 1929.
Continued in the next card.
- 360 Cm55,L *Continued 12.*
 ANNALEN DER Physik.
 [4 B per year. F 5: B 4-15; (=Ganzen R: 396-407); 1930-1932].
 This library has F 5: B 4-15; (=Ganzen R: 396-407); 1930-1932.
Continued in the next card.

- 361 Cm55,L *Continued 13.*
ANNALEN DER Physik.
[3 B per year. F 5: B 16-19; (= Ganzen R: 408-411); 1933-].
This library has F 5: B 16-19; (= Ganzen R: 408-411); 1933- .
- 362 Cm55,L,1
ANNALEN DER Physik und Chemie, Ergänzungsband.
[Irregular. B 1-8; 1842-1878].
" *Supplement to*
Cm55,L ANNALEN DER Physik und Chemie ".
This library has B 1-8; 1842-1878.
- 363 C p7M
ANNALEN DER Physik und Chemie, Jubelband dem hrsg J C Poggen-
dorff, etc.
" *Supplement to*
Cm55,L ANNALEN DER Physik und Chemie ".
5001

CHAPTER 7D

DICTIONARY CATALOGUE

7D1 Main Entry

THE Main Entry of a simple Periodical Publication in the Dictionary Catalogue will differ from that in the Classified Catalogue only in one respect.

The Heading will occupy the Leading Section. The Class Number will form the penultimate Section, that is, the last section in the front side of the card.

Example:—

364 ANNALS OF Botany.

[1 V per year. V 1- ; 1887- 1.

This library has V 1-47; 1887-1933.

Im56,M8

7D2 Subject Analytical Entry

The Rule for the Subject Analytical Entry of a volume of a Periodical containing only a single work or a Festschrift or forming a special volume in any other sense, admitting of its being looked upon as a Simple or Ordinary Composite Book, is analogous to Rule 7121.

Example:—

365 COMMEMORATION VOLUME on the occasion of the twentieth anniversary of the foundation of the Calcutta Mathematical Society in 1928.

See

BULLETIN, Calcutta Mathematical Society.

V 20; 1928.

Bm44,N0 N28

366 TAITTIRIYA-PRĀTISĀKHYA.

See

JOURNAL, American Oriental Society.

V 9; 1871.

z4m73,M M71

7D3 Other Matters

The Index Entries are to be given according to Rule 73 and its subdivisions. The Tracing Section of the Main Entry, the Alternative Name Entries and the Entry for Cumulative Index are to be on the analogy of the Rules 716 and 76, with the usual adjustments demanded by the Dictionary Catalogue.

7D4 Complex Periodical

The only difference between a Dictionary Catalogue and a Classified Catalogue arises from the fact that the Leading Section is occupied by the Title of Periodical Publication in the former and by its Class Number in the latter. Consequently the only Kind of Complexity which will call for a different rule in the Dictionary Catalogue is "Change of Title". In that case, the entries for the different titles assumed by the same Periodical Publication at different times will be scattered in the Dictionary Catalogue, whereas they will all be kept together in the Classified Catalogue by their having the same Class Number. The Classified Catalogue is, therefore, able to manage the complexity due to change of title, by merely providing for continued Cards. But in the Dictionary Catalogue, this simple procedure is not available. Therefore, the following set of alternative Rules are prescribed.

7D41 In the case of Complexity of Kind 41 enumerated in Rule 702 or of change of title arising in any other way, the Basic Main Card for the Periodical Publication as a whole is to use its original Title as the Heading. It is to give the Periodicity of Volume Section, the full holdings of the library and the Class Number, ignoring all changes in Title. The right end of its last line is to contain the directing words "*For details see the next card*".

7D411 The first 'Continued Card' is to be the Main Entry for those volumes which retain the original

Heading and Title and it must be 'closed for publication'.

7D4111 The first 'Continued Card' is to give the following additional sections:

- 1 the Directing Element "*For continuation see*";
- 2 the Heading, a full stop, and the specification of Holdings for the second Title with which the Periodical Publication was continued; and
- 3 a section similar to the above for each of the later Titles with which it was continued.

7D42 A Main Card is to be written for each different Title of the Periodical Publication, beginning with the second.

7D421 The entry for all but the last Heading and Title is to be 'closed for publication'.

7D422 Each of the Main Entries mentioned in Rule 7D42 is to be given the following additional sections:—

- 1 the Directing Element "*For earlier Title(s) see*";
- 2 a Section for each of the earlier Titles written on the analogy of Rule 7D4111.
- 3 the Directing Element "*For continuation(s) see*"; and
- 4 a Section for each of the later Titles written on the analogy of Rule 7D4111.

Provided that 3 and 4 are to be omitted in the case of the last Title of the Periodical Publication.

Example:—

BASIC MAIN ENTRY

- 367 TRANSACTIONS, National Association of Railway Surgeons (United States of America).
 [1 V per year. 1891-].
 (Volume-numbering began only in 1894).
 This library has 1891-1893; V 1-40; 1894-1933. L:4:7m73,M91
For details see the next card.
- 368 TRANSACTIONS, National Association of Railway Surgeons (United States of America).
 [1 V per year. 1891-93]. L:4:7m73,M91
For continuations see
 RAILWAY SURGEON, (National Association of Railway Surgeons) (United States of America). V 1-4; 1894-97.
 RAILWAY SURGEON, (International Association of Railway Surgeons) (America). V 5-10; 1898-1903.
 RAILWAY SURGICAL journal, (American Association of Railway Surgeons). V 11-27; 1904-20.
 SURGICAL JOURNAL, (American Association of Railway Surgeons). V 28-40; 1921-33.

MAIN ENTRIES FOR CHANGED TITLES

- 369 RAILWAY SURGEON, (National Association of Railway Surgeons) (United States of America).
 [1 V per year. V 1-4; 1894-97].
 This library has V 1-4; 1894-97. L:4:7m73,M91
For earlier Title see
 TRANSACTIONS, National Association of Railway Surgeons (United States of America). 1891-93.
For continuations see
 RAILWAY SURGEON, (International Association of Railway Surgeons) (America). V 5-10; 1898-1903.
 RAILWAY SURGICAL journal, (American Association of Railway Surgeons). V 11-27; 1904-20.
 SURGICAL JOURNAL, (American Associations of Railway Surgeons). V 28-40; 1921-33.

- 370 RAILWAY SURGEON, (International Association of Railway Surgeons).
[1 V per year. V 5-10; 1898-1903].
This library has V 5-10; 1898-1903. L:4:7m73,M91
For earlier Titles see
TRANSACTIONS, National Association of Railway Surgeons (United States of America). 1891-93.
RAILWAY SURGEON, (National Association of Railway Surgeons) (United States of America). V 1-4; 1894-97.
For continuations see
RAILWAY SURGICAL journal, (American Association of Railway Surgeons). V 11-27; 1904-20.
SURGICAL JOURNAL, (American Association of Railway Surgeons). V 28-40; 1921-33.
- 371 RAILWAY SURGICAL journal, (American Association of Railway Surgeons).
[1 V per year. V 11-27; 1904-20].
This library has V 11-27; 1904-20. L:4:7m73,M91
For earlier Titles see
TRANSACTIONS, National Association of Railway Surgeons (United States of America). 1891-93.
RAILWAY SURGEON, (National Association of Railway Surgeons) (United States of America). V 1-4; 1894-97.
RAILWAY SURGEON, (International Association of Railway Surgeons) (America). V 5-10; 1898-1903.
For continuation see
SURGICAL JOURNAL, (American Association of Railway Surgeons). V 28-40; 1921-33.
- 372 SURGICAL JOURNAL, (American Association of Railway Surgeons).
[1 V per year. V 28- ; 1921-].
This library has V 28-40; 1921-33. L:4:7m73,M91
For earlier Titles see
TRANSACTIONS, National Association of Railway Surgeons (United States of America). 1891-93.
RAILWAY SURGEON, (National Association of Railway Surgeons) (United States of America). V 1-4; 1894-97.
RAILWAY SURGEON, (International Association of Railway Surgeons) (America). V 5-10; 1898-1903.
RAILWAY SURGICAL journal, (American Association of Railway surgeons). V 11-27; 1904-20.

CHAPTER 7Y

DESIDERATA

7Y1 The New World

It can be easily realised that the task of dealing with Periodical Publications is no light one. But it is the Periodical Publications that form the very breath of the research activities of a community. Hence, there has been a healthy co-operation in most countries among the library profession, the learned societies, the universities, and the government, in facilitating the work of individual libraries and securing that accuracy of information in the library catalogues, which is so essential to the advancement of research. Such a co-operation has resulted in the production of many bibliographical aids in several countries. A fairly long list of such bibliographical sources is to be found in pp 76-119 of the *Guide to the cataloguing of the serial publications of societies and institutions*, ed 2, published by the Library of Congress in 1931. While some of these sources are of indifferent worth, there are some which are remarkable for their thoroughness and accuracy. One such example is the *Handbook of learned societies and institutions: America* published in 1908 as Number 39 of its publication series by the Carnegie Institution of Washington in co-operation with the Library of Congress. Another such example is the *Handbook of scientific and technical societies and institutions of the United States and Canada* published in 1930 as Number 76, of the Bulletin of the National Research Council of the United States.

7Y2 India Then and Now

India is yet to produce a similar handbook. The absence of it is acting as a serious handicap in all libraries that aim at thoroughness in cataloguing, and promptness and efficiency in

service. While some of the western countries had started quite an appreciable number of periodical publications even in the eighteenth century, India followed in their wake only in the nineteenth century; and this too due largely to the pioneering efforts of the western scholars working in India. But, during the present century, the fashion of floating periodical publications and forming learned bodies has passed into the hands of the sons of the soil and a very vigorous output is becoming the result. Since 1947, the year of independence, we are having a flood of periodical publications being floated from year to year. These are all prone to all the usual infanticides, marriages, divorces, paralytic strokes, deaths, resurrections and other ills that befall such publications. The work of libraries in dealing with them is further complicated by the slowness in the emergence of a well-organised library profession, publishing trade, and book-selling trade.

7Y3 Help from Abroad

In every enlightened country men illustrious for talent, worth, and knowledge, professional organisations of librarians and bibliographers, associations of publishers and booksellers, the learned societies themselves, the universities, the State and certain quasi-governmental bodies, like National Research Councils, specially established to function as the nation's heralds of research and organisations like the Carnegie Institution of Washington and the Smithsonian Institution privately endowed for a similar purpose, are pooling their intellectual and material resources together and following a national programme to disentangle all such bibliographical knots. From their work, our country reaps and will for long continue to reap an abundant harvest of information; nor should any narrow national pride induce us to reject such an offering.

7Y4 Help from Within

But can we offer nothing in return? How long is our international civic conscience to be satisfied with this oneway flow of bibliographical service? In activity of intellect, and fertility of resource and invention, producing a highly intelligent population, I believe, we have no reason to shrink from a comparison with

any country. But devoted selfless workers, inspired by *esprit de corps* and characterised by an academic temperament, appear to be now comparatively few; they are, however, rapidly increasing in number; and notwithstanding the lower feelings and impulses fed by personal, linguistic, provincial, communal and racial causes, signs are not altogether wanting of the emergence of a predisposition towards an amicable relation among fellow workers and a concentration of effort—witness for example the formation of an Indian Academy of Sciences and an Indian Library Association—an amicable disposition and a concentration of effort, to which will be attracted the efficient support of talent, knowledge and money, and from which we may hope for the happiest results, in the advancement both of our research and of our reputation in the world of learning.

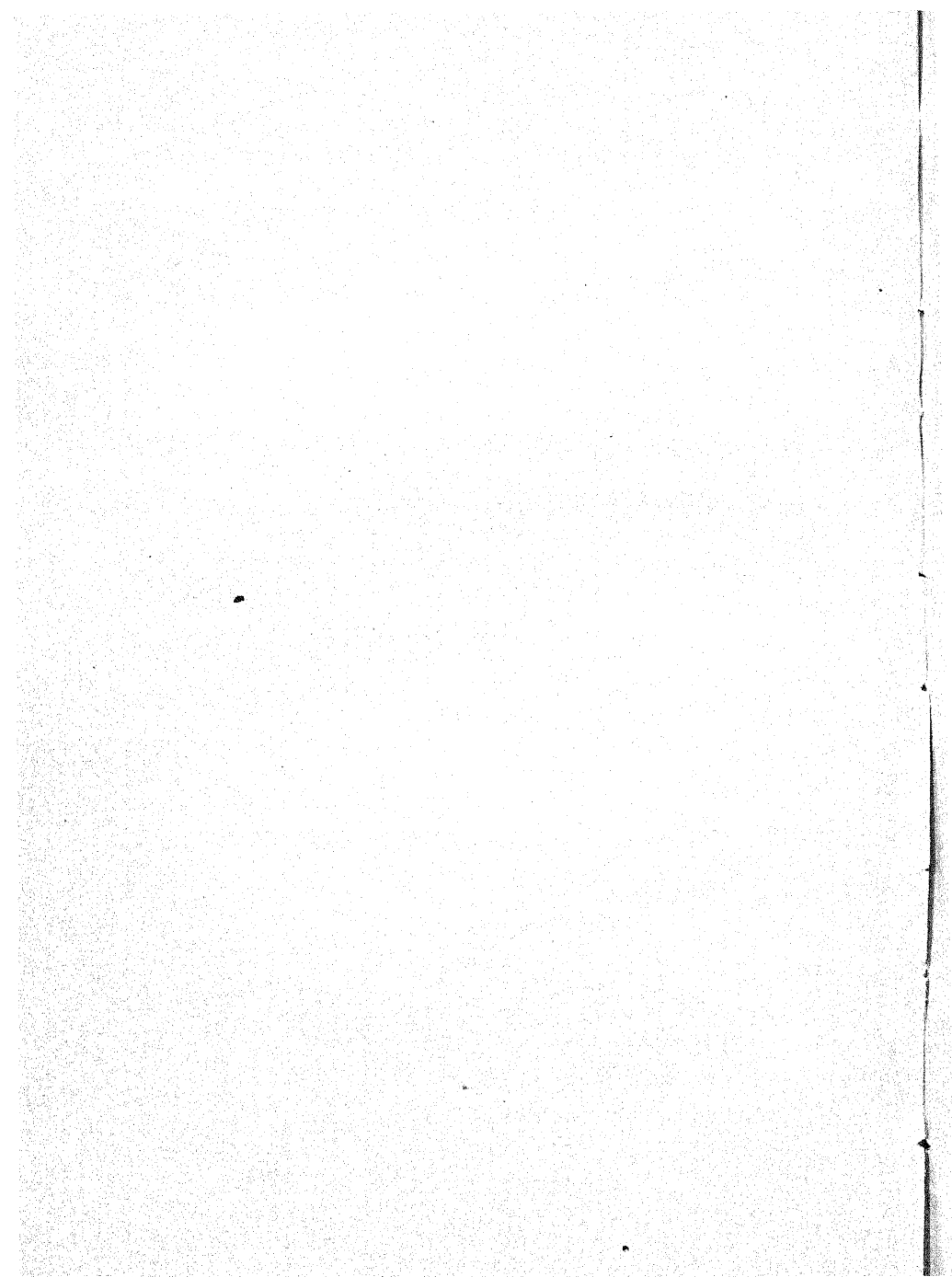
7Y5 First Effort

The Second Conference of the Indian National Commission for Co-operation with UNESCO, held in New Delhi on 14 March 1951, adopted my resolution recommending the inclusion of a retrospective directory of Asian Periodical Publications in the agenda for the proposed Conference of National Commissions to be held at Bangkok in November 1951. This resolution was also adopted by the said Second Regional Conference of UNESCO National Commissions in South Asia and South Specific held at Bangkok from 26 November to 10 December 1951. This project was further approved by Unesco's Provisional International Committee on Bibliography and Documentation held at Paris from 21 to 25 April 1952. The project was divided into two parts—1 for periodicals; and 2 for Serials. The former was assigned to me and the later to P K Garde. Garde's *Directory* has been already published (76). My project was completed in March 1955. But Unesco has not yet published it. At its meeting held in Paris from 10 to 13 December 1957, the International Advisory Committee on Bibliography of Unesco, "discussed the as yet unpublished Retrospective bibliography of Asian learned periodicals. It heard with interest the Indian member's suggestion that the Library Association of his country might be able to publish this

work. The Committee proposed that if the publication was not sponsored by the Indian Library Association or any other body, the work should be microfilmed and copies made available" (77). *This Retrospective bibliography of Asian learned periodicals* contains the results of the spade work done by me in the direction of the fulfilment of my own appeal made in 1934 and incorporated in Section 7Y4. If that book is printed and published, it may lead to a closer approximation being taken up by some enthusiastic worker. This important purpose will not be served, if it is merely microfilmed. From the point of view of the completion of the work for which an appeal has been made in Section 7Y5, it is necessary to print the *Retrospective directory*. I very much wish that the Indian Library Association carries out the suggestion contained in the proceedings of the Paris Meeting quoted above, as, for some strange reason, the International Bibliographical Committee appears to evade the publications of this retrospective bibliography and my report on Asian names.

Part 8

CATALOGUES AND LISTS OF
OTHER KINDS



CHAPTER 80

SUPPLEMENT TO THE CODE

800 Introduction

Apart from the conventional library catalogue, there are also other kinds of catalogues and of catalogue-like lists to be prepared by the library profession. These belong to levels beyond that of a specific library. Union Catalogue is one such list. As the name implies, it is the catalogue of the holdings of a number of libraries. Bibliography of books, or of micro thought in the form of articles in periodicals, or of both, is another such list. Even at the level of a specific library, it may be necessary to catalogue non-conventional documents of all kinds, described in Rules 13394 to 13398. Even conventional documents, such as those mentioned in Rules 1337, and 13391 to 13393, will require a slightly different kind of treatment from that of the conventional books and periodicals. In all these cases, the Code contained in the earlier Parts of this book will be applicable. But each of the other kinds of catalogues, catalogue-like lists, and documents will call for Supplementary Codes of their own.

801 Union Catalogue of Books

A Union Catalogue has been defined in Rule 1512. A Union Catalogue of Books available in the libraries

of a country, or a region, or a locality, should obviously mention in the Main Entry of a book the names of the libraries in which a copy of it is available. This will imply the addition of a new Section to the Main Entry of each book. We may call it the **Holdings Section**. This section should mention all the libraries having a copy of the book described in the Main Entry concerned. This is best done by having a Continuation Card, containing the Code Numbers of all the participating libraries. Some mark will have to be put against the Code Numbers of the libraries having a copy. Chapter 81 deals with this problem.

8011 ROUTINE FOR HOLDING SECTION

But the routine for keeping the Holdings Section up to date is by no means easy. Each participating library has to inform the Union Catalogue Centre of each of the new books accessioned and of the old books weeded out from time to time. This information should be incorporated in the Holdings Section of the Main Entry of the book in the Union Catalogue. It is usually found that the cost of this routine is out of proportion to the return it gives. Therefore, it is seldom that the Union Catalogue Centre is able to provide sufficient man-power to absorb all the information received from all the participating libraries from time to time. As a result, the Holdings Section is invariably left in arrears. Further, there can be no effective mechanism to make all the participating libraries prompt in sending their respective reports.

For, the cost of preparing and sending the reports is also considerable. The National Central Library of Great Britain has had considerable experience in this matter. It is continuously trying to restrict the coverage of its Union Catalogue, both in respect of area, of the period of coverage, and of reading materials (79). The succeeding sections describe some ways of restriction.

8012 RESTRICTION IN AREA

The smaller the area, the greater the chance for the Union Catalogue to be kept up to date. Even more than area, it is the number of participating libraries that really counts. Therefore, the optimum area for a Union Catalogue of books depends upon the state of library development of a country. Though the area of India is many times greater than that of England, perhaps England will have to split up its National Union Catalogue into a greater number of Regional Union Catalogues, than India will have to do at present. Some experimental study deserves to be made to arrive at the optimum conditions for the practicability and usefulness of a Union Catalogue. It will take us too far from the scope of this book to indicate the factors that should figure in such an experimental study. The Unesco took up this problem in 1952; but the work done was not thorough. However, the result of the project set up by it marks perhaps the first step in the direction. It gives a descriptive account of some of the current practices (80).

8013 RESTRICTION IN READING-MATERIALS

The smaller the quantity of different books to be covered by the Union Catalogue, the greater the chance for Union Catalogue to be kept up to date. Various ways of restricting the nature of the reading materials covered are possible. One way is to restrict the coverage to those whose published price is above a prescribed minimum. Another way may be to restrict the coverage of home-produced books to the worthwhile ones published in a limited edition—that is whose number of published copies is below a certain prescribed minimum. A third way is to restrict the coverage of the Union Catalogue to foreign books imported into the country.

8014 ORGANISATIONAL IMPROVEMENT

The need for restriction of coverage can be minimised considerably by a proper organisation at the national and international levels. During my visit to London in May 1957, I was very gratified to find an excellent experiment being set on foot by A J Wells, the editor of the *British national bibliography*. His organisation for the supply of printed catalogue cards is almost perfect. The master stencil he cuts for the catalogue card and the punched cards he produces for supplying printed cards to various libraries had given him a suggestion to make use of these materials in helping the Union Catalogue Centre with information for the Holdings Section, at nearly no cost (81). The

results of this venture should be watched with interest. As soon as sufficient experience and quantitative data are available, it should be possible for many countries to profit by this British experience.

8015 PRE-NATAL CATALOGUING

If Pre-Natal cataloguing is practised by the National Central Library of a country with one language or by the Regional or State Central libraries of a polyglot country, the maintenance of Union Catalogue will be made not only easy and prompt, but also cheap. If such Pre-Natal cataloguing is practised by all countries, the Union Catalogue will be made equally easy even for foreign books. The organisation necessary for this has been described in my *Heading and canons* (82).

802 Union Catalogue of Learned Periodicals

From the point of view both of economy and of the conservation of the research-potential of a country, a Union Catalogue of Learned Periodicals is of even greater importance than one of books. Moreover, its area of coverage can be larger than for books. The routine of reporting to the Union Catalogue Centre is far less arduous. The master Union Catalogue should be kept in cards to have all the advantages of their mobility of card-form and of their being thus kept perpetual. But, to facilitate use by libraries and others, the Union Catalogue of Learned Periodicals should also be printed in book form at convenient intervals. Therefore, Chapter 82 is giving its rules primarily for a Printed Catalogue in book form. It is based on the experience gained from 1949 to 1953 in producing a Union Catalogue for the South Asian region (83).

803 National Bibliography

The term 'National Bibliography' may denote a list of all the documents with independent physical existence (which will hereinafter be denoted by the term 'Book.'),

- 1 produced within the country; or
- 2 on the country, whether produced within or outside the country; or
- 3 by the nationals of the country, whether produced within or outside the country; or
- 4 on the country and on the nationals of the country; whether produced within or outside the country; or
- 5 on the thought created in the country, whether produced within or outside the country.

Chapter 83 is restricted to the species 1 mentioned above.

8031 VALUE TO POSTERITY

National Bibliography, a country owes to its posterity. It is a cultural necessity. Viewed from this angle, a National Bibliography is a list or a catalogue of all the books produced in the country from time to time. It is a list of the intellectual deposit of the country all through time.

8032 CURRENT VALUE

National Bibliography has even greater current value than the deferred value to posterity. It forms the best and the most reliable source for book-selection for the libraries within the country and outside. It has therefore to include in each Main Entry the format, the collation, the name of its place of publication, the name of the publisher, the year, the published price, and a serial number for facilitating the preparation of book-orders. In my visit to the office of the BNB (British National Bibliography) in 1956, I learnt that the booksellers desire a title entry for each book included in the National Bibliography even for an expressive or tell-tale title. To facilitate book-selection by either a library, or a book-seller, or a reader, it should be in the form of a classified catalogue. Such a form will also facilitate studies in book-survey. Chapter 83

gives Supplementary Rules on the printed book-form of a National Bibliography.

8033 PERIODICITY

To serve the current purposes mentioned in Section 8032, it is necessary to publish a National Bibliography on a periodical basis. The period is to be determined on the basis of economy of publication. If the annual book-production of a country or a state is not below 10,000, a weekly issue should be possible. If the annual out-put is below 10,000 but not below 3,000, a monthly issue should be possible. If it is below 1,000, a quarterly issue should be possible. If it is far below 1,000, only an annual issue or a half-yearly issue may be possible. In India there are linguistic regions answering perhaps all the above periods of issue. Apart from the period of primary issue, there should also be periodical cumulations. They may have to be brought out every three months or at least every year. The BNB finds it worthwhile to cumulate the Index Part every month, though it cumulates the Classified Part only once in three months. It may be desirable to have also 5-yearly or 10-yearly cumulations. The British organisation for National Bibliography has some message on the organisation of the work along economical lines (84).

8034 LANGUAGE AND SCRIPT

It goes without saying that the favoured language and script for a National Bibliography should be the language and the script of the country. This is for a country with one language. On the other hand, in a polyglot country like India, the National Bibliography will have to be a composite one. It should be merely an assemblage of the different Linguistic Bibliographies. These should be published by the State Central Libraries of the different linguistic regions. These should be in the languages and the scripts of the respective regions. A considerable quantity of books is also produced in India in English and in Sanskrit. These are best listed in separate fascicules of their own, for India as a whole. These should be published by the National Central Library. Thus the Indian National Bibliography should consist of an assemblage

of fascicules or volumes corresponding to each of the languages in which books are produced in the country. This is very much like an International Bibliography of Books being merely an assemblage of the National Bibliographies, each in its own language and script. The two pilot fascicules of Indian National Bibliography—one arranging the Main Entries by the Decimal Numbers and the other by the Colon Numbers, to facilitate comparative study by a wide circle of competent librarians—produced in 1957 are in Roman script. This is partly forced on them, as they seek to include the books in all the Indian languages in one fascicule and in one sequence (85). This is wrong, unhelpful, and wasteful. This problem has been discussed in detail in my *Indian National Bibliography* (86).

804 Abstracting Periodical

The enormous increase in the number of learned periodicals has made an Abstracting Periodical, or at least in Indexing Periodical, a necessity. Such a periodical goes a long way in conserving the research-potential of the world. It can help in the avoidance of the diversion of research ability in an unwanted and unintended duplication of effort in the pursuit of a problem. Thus we can have the benefit of Research-in-Series, instead of the wastage inevitable in Research-in-Parallel. There are already about 500 Abstracting or Indexing Periodicals in the world. Unesco is taking interest in co-ordinating the world-effort being spent on them. A discussion of the importance of Abstracting and Indexing Periodicals will be found in the *Depth classification* (87). Chapter 84 gives the additional Rules needed in the compilation of Abstracting and Indexing Periodicals.

805 Incunabulum and Manuscript

The cataloguing of Incunabula has necessarily to be different from that of ordinary books and periodicals. Here the physical features of the book have unusually high value. The copy of a book may often be unique. The collation of these books is something specialised. Historical bibliography depends on the fullness of the descriptive details in the Main Entries of a Catalogue of Incunabula. There are special Codes for the cataloguing of Incunabula (88). All these remarks apply also to the cataloguing of manuscripts.

806 Micro Reproduction

In the case of micro materials, there should be an additional Section describing the physical features. For example, it may be necessary to mention the reduction-scale, the number of the micro cards or film strips or the length of the film roll into which the original document extends, and perhaps also the magnifying power and other attributes of the reading apparatus needed. The Library of Congress has gone forward in this field (89).

807 Audio-Visual Materials

Audio-visual materials are now increasing in number. The Heading of the Main Entry of such a material will have to be chosen with considerable care. It may have to be the original speaker or the author in the case of a sound record. It may have to be the name of the author of the theme in the case of a

cinema film. The Title Section of the Main Entry may have to include the name of new kinds of collaborators such as Kinematographer, Sound-Recorder, Director of Music, General Director, and the various Art-Specialists. In the place of the Section giving format, collation, and imprint, there should be a Section giving perhaps the width of the reel, its length, the speed to be used in unwinding, the duration of show, the colour factor, the quality of having two-dimensional or three-dimensional effect, the sound factor, and the relation to any published book. A full-fledged supplementary catalogue code for much materials is yet to be drafted.

808 Other Kinds of Materials

There can be no end to the new kinds of reading material that will be produced from time to time. These will exceed the capacity of any already existing Catalogue Code. They will be a continuing challenge to the cataloguing profession. They will require various Supplementary Catalogue Codes. But they will all admit of many of the Rules in a basic Catalogue Code such as this book presents. A more detailed account of the known varieties of reading materials, calling for Supplementary Codes, will be found in my *Documentation in many lands* (90).

CHAPTER 81

UNION CATALOGUE OF BOOKS

810 Introduction

8101 FINDING LIST

8101 The primary function, if not the sole one, of a Union Catalogue of Books is to serve as Location List—that is, to show the names of the participating libraries having a copy of a specified book. This information is needed primarily for the purpose of Inter-Library Loan.

It is doubtful if it is practicable to make a Union Catalogue of Books perform any other function, such as co-ordinating book-selection or supplying bibliographical information or answering any other question usually asked of the catalogue of a service-library, enumerated in Sec 025. A Union Catalogue of Books is, therefore, best built as for a Location List.

8102 CARD FORM

8102 The Fifth Law of Library Science and economic considerations rule out the book-form for a Union Catalogue of Books. Nor is there need for more than one copy. This copy is best kept and maintained at the Union Catalogue Centre. Thus, the Card Form is indicated for a Union Catalogue of Books.

8103 AUTHOR AND TITLE APPROACH

8103 A Union Catalogue of Books is to be designed only for Author and Title Approach. It is so whether the enquirer is a reader or a service-library. It need not provide for any other approach. This is implied in the statements in Sec 8101. Therefore, the internal form of a Union Catalogue of Books has only to be that of a Dictionary Catalogue restricted to Author and Title Entries.

8104 RESULT

These considerations indicate the drastic modifications of the Rules of the normal Catalogue Code. If there is Central Cataloguing, there is need to acquire for a Union Catalogue of Books only as many unit catalogue cards of a book, as there will be Author and Title Entries for it.

811 Main Entry

8110 The Main Entry of a book in a Union Catalogue, is to consist successively of the following sections:—

- 1 Heading (Leading Section);
- 2 Title Section; and
- 3 Holdings Section.

8111 The Heading is to be as prescribed in Rule 512 and its subdivisions for a Simple Book and the corresponding Rules of Part 6 for a Composite Book.

8112 The Title Section is to be as prescribed in Rule 513 and its subdivisions for a Single-Volumed, Simple Book and the corresponding Rules of Part 6 for Composite and Multi-volumed Books.

8116 HOLDINGS SECTION

81161 The Holdings Section is to give the Library Number for each of the participating libraries, arranged in columns.

81162 A distinctive mark is to be put against the Library Number of the library reporting the accession of a copy of the book.

81163 Whenever a library reports the withdrawal of a book, the symbol against its Library Number is to be scored out.

8117 LIBRARY NUMBER

81170 The Library Numbers are to be constructed according to the Principle of Geographical Contiguity (91) and so as to indicate the status or the nature of the library and its subject of specialisation, if any.

81171 The First Digit of a Library Number is to represent the Region of the area of the Union Catalogue, in which the library is.

It may be called the **Region Number**.

Here is a sample schedule of Region Numbers:—

| | |
|------------------|-----------------|
| A Madras | L Kashmir |
| B Kerala | M Uttar Pradesh |
| C Mysore State | N Nepal |
| D Andhra State | P Bhutan |
| E Maharashtra | Q Bihar |
| F Gujarat | R Bengal |
| G Madhya Pradesh | S Assam |
| H Rajasthan | T Orissa |
| J Delhi | U Andamans |
| K Punjab | |

81172 The Second Digit of a Library Number is to represent the County or District or the Sub-Region in which the Library is.

It may be called the **Sub-Region Number**.

This may be more or less in terms of the orientation zones such as:—

| | |
|--------------|--------------|
| 1 East | 5 West |
| 2 South East | 6 North West |
| 3 South | 7 North |
| 4 South West | 8 North East |

This will have to be designed for each Region according to its shape,—means of communication, and the nature of its terrain.

Here is a sample schedule of Sub-Region Numbers for the Region "A Madras State":—

- 1 Madras and Chingleput.
- 2 South Arcot and Tanjore.
- 3 Tiruchirappalli, Madura and Ramnad.
- 4 Tirunelveli and Kanyakumari.
- 5 Coimbatore and Nilgiris.
- 6 Salem and North Arcot.

81173 The Third Digit or Group of Digits of a Library Number is to represent the Locality in which the library is.

It may be called the **Locality Number**.

811731 The Locality Number is to be got by the Alphabetical Device (92) using Capital for the initial letter and smalls for the second and later letters needed for use.

81174 The Fourth Digit is to represent the Status or the Subject of specialisation, if any.

This may be called the **Status Number**.

Here is a sample schedule of Status Number:—

General Libraries:—

- 1 State Central Library.
- 2 Public Library.
- 3 School Library.
- 4 College Library.
- 5 University Library.
- 6 Museum Library.
- 7 Research Institute Library.
- 8 Business or Departmental Library.

A to Z *Specialising Libraries*, represented by their subjects of specialisation, as in the schedule of Main Classes of Colon Classification (93).

81175 If there be more than one library with the same Library Number in the same locality, a further digit—say 1,2 . . . —may be added to individualise them.

This further digit may be called **Individualising Number**.

Here is a selection from a Sample schedule of Library Numbers:—

| | |
|-------|---|
| A1M1 | Madras State Central Library |
| A1M2 | Madras City Central Library |
| A1M4 | Madras Christian College Library |
| A1M41 | Presidency College Library |
| A1M5 | Madras University Library |
| A1M8 | Madras Legislature Library |
| A1MB | Indian Mathematical Society Library |
| A1MD | Madras Engineering College Library |
| A1ML | Madras Medical College Library |
| A1ML1 | Stanley Medical College Library |
| A1MZ | Madras Law College Library |
| A1MZ1 | High Court Library |
| A2A5 | Annamalai University Library |
| A2NF | Neiveli Colliery Library |
| A3KB | Kodaikanal Solar Observatory Library |
| B1T5 | Kerala University Library |
| C1BA | Bangalore Indian Institute of Science Library |
| C1BKB | Indian Dairy Research Institute Library |

8118 KEY TO LIBRARY NUMBERS

8118 The Union Catalogue Centre is to maintain a Key to Library Numbers in two Parts as follows:—

- 1 The First Part is to serve as a dictionary to pass from the Library Number to the Name of the Library; and

2 The Second Part is to serve as a dictionary to pass from the Name of the Library to the Library Number.

Arrangement of the libraries in the Holding Section according to the Library Numbers prescribed in Sec 8117 will enable any reader or any library, searching for a book for inter-library loan, to locate easily the nearest library from which it can be borrowed. It is believed that this will be an advantage. It is likely, that a specialised reader or library will desire to find some aid in the notation to locate other libraries specialising in his or its field. This facility is given by the Status Number in the Library Number.

81191 HOLDINGS CARD

81191 It will be helpful to have for the Union Catalogue cards in which the upper half of a side is left blank for entering the Heading and the Title Section, and the lower half of that side and the other side has the Library Numbers printed in columns with space against each for marking the Holdings. If necessary, Continuation Cards may be used. Such a card may be called **Holdings Card**.

Example of the holdings section:—

| | | | | | |
|-------|---|-------|-------|-------|-------|
| A1M1 | ✓ | A1M8 | A1MZ | B1T3 | ✓ |
| A1M2 | | A1MB | A1MZ1 | C1BA | |
| A1M3 | | A1MD | ✓ | A2A3 | C1BA1 |
| A1M4 | ✓ | A1ML | A2NF | C1BKB | |
| A1M41 | | A1ML1 | A3KB | C1BZ | |

818 Alphabetisation

We have seen in Section 810 that the prepotent purpose of a Union Catalogue of books being that of a Finding List led to the preference of the Dictionary Form for the catalogue, and even there to its restriction to Author and Titles Entries only. The same factor would press one still further in the direction of simplification. This lands one on the problem of alphabetisation. One simplification suggested by Ch W Brughoff of Frankfort-on-Main was to ignore all the individualising elements in alphabetisation—ignoring not only year of birth and other elements, but

even the Secondary Element. It is claimed that the retention of the secondary element increases the time of filing by 55%. It is further claimed that the Secondary Element is not furnished by 15% of the enquirers. A further simplification is advocated by the Swiss Union Catalogue Centre even in respect of the Entry Element. It recommends the application of the Principle of Uniformisation in respect of all Variant Forms of an Entry Word arising out of transliteration or of cognate origin (94). For example, it is sought to equalise all the following words in alphabetisation:—

| | |
|-------|--------|
| Maier | Maiyer |
| Majer | Maiyer |
| Mayer | Myier |
| Mayr | |

These steps in simplification really shift the potency in alphabetisation to the Title Section. The claim is that this happens inevitably if the enquiry fails to give the Entry Element accurately. What is the percentage of cases where it is not given accurately? If it is not above 50, the result will be that the benefit of the greater potency of the Entry Word will be deliberately sacrificed in the majority of cases. More of factual investigation is needed in respect of the optimum method for alphabetisation in a Union Catalogue of Books.

CHAPTER 82

UNION CATALOGUE OF PERIODICAL PUBLICATIONS

820 Introduction

8201 STABILITY

8201 A Union Catalogue of Periodical Publications comprehends fewer titles than the one for books. The number of new periodical publications taken in a participating library is far less than the number of books. The frequency of the taking of new periodical publications is roughly one year, whereas that for new books may be as short as one week. The difference in respect of the discontinuance of periodical publications and of the withdrawal of books is also similar. Therefore, the task of the participating libraries in sending reports and of the Union Catalogue Centre in absorbing the reports is far less arduous. This gives a fair amount of stability to a Union Catalogue of Periodical Publications.

8202 PHYSICAL FORM

8202 The stability makes possible the printing in book-form of a Union Catalogue of Periodical Publications. Of course, some changes will occur from year to year. As the saying goes, many a mickle will make a muckle. The cumulation of the few annual changes will swell to a sufficient extent in some years, say about ten years. It will, therefore, be necessary for a new edition to be printed periodically. To give supplementary information during the period between two editions, the Union Catalogue Centre should maintain the catalogue in cards also. This card catalogue will be a perpetual catalogue. It will make the publication of the successive editions less arduous than otherwise.

8203 MULTI-PURPOSE APPROACHES

8203 Much of expenditure has to be incurred in printing a Union Catalogue of Periodical Publications. By spending an additional small percentage of it, the catalogue can be made to answer questions of all kinds of approaches, and serve not merely as a Finding List.

82031 Subject Approach

82031 Provision for Subject Approach calls for a Classified Part. This part will be of considerable help for the co-ordination of Selection Work in particular subject-areas, and the Work of Discontinuing particular titles, by the participating libraries. This co-ordination will ensure complete sets of more titles being available in the country or the region, than otherwise. This will be a great help to research-workers.

82032 Conspectus-Effect

82032 A comparison of the entries for a Periodical Publication with frequent changes of title—and such cases are many—given as examples in Chap 84 and Sec 8D4 will show the far more effective and simpler presentation of a full conspectus by the Classified Catalogue than by a Dictionary Catalogue. The conspectus-effect is even more helpful in a catalogue in book-form than in a card catalogue. This factor also emphasises the value of the Classified Part.

82033 Finding List

82033 A Classified Catalogue implies the addition of an Alphabetical Part, as prescribed in Sec 158. The Alphabetical Part in a Classified Catalogue can be made very compact, virtually on the basis of one entry for a line. This will bring quite a large number of titles within a single sweep of the eye. And this is essential in a Finding List. On the other hand, in the Dictionary Catalogue, the alphabetical entry for each title will have to carry the full load of the Holding Section and the Sections setting forth the successive complexities in the career of the title, and the Section of Periodicity. A single sweep of the eye cannot take more than one title. This is a fault in a Finding List. Therefore, a Union

Catalogue of Periodical Publications should be after the pattern of a Classified Catalogue.

82034 Bibliographical Approach

82034 It will be a great help to bibliographical research if the union catalogue can be made to give nearly ready-made answers to various bibliographical questions such as,

- 1 How many, and what, Periodical Publications in a given subject are available in the country or region of the Union Catalogue?
- 2 What are the subjects in which the Union Catalogue has entries of the Periodical Publications produced in a specific country or in a specific language?
- 3 What are the weak areas of coverage, in terms of subjects and the countries of origin of the Periodical Publications, needing attention in the total holdings of the country or the region?
- 4 What are the Abstracting and Indexing Periodicals available in the country and how is their subject-distribution?

The answers to these questions will go a long way in pooling the Periodical Publications Fund of a country and getting the best, return on it.

8204 ELIMINATION OF WASTE

If a Union Catalogue covers a rich collection so as to be a good approximation to be a World List of Periodical Publications, it gives the answers to similar questions on world output.

The answers on world output are needed particularly in regard to Abstracting and Indexing Periodicals, in order to eliminate wastage due to multiplication of effort in certain subjects and absence of any effort whatever in other subjects. The Unesco and the International Federation for Documentation make *ad hoc* investigations of this problem at a tremendous cost. This is a problem requiring continuous vigilance. It is best done at the least cost if the Union Catalogues of Periodical Publications are of the Classified Kind and give, in the Alphabetical Part, Class Index Entries of all kinds including those prescribed in Rule 7138.

8205 RULES FOR PRINTED FORM OF CATALOGUE

The Rules in Part 7 are sufficient for the perpetual Card Catalogue to be maintained in the Union Catalogue Centre except for the addition of the Holdings Section analogous to the one prescribed in Sec 8116. It is convenient to have the Holdings Section in a separate card inserted, as a continuation card just behind the main card. They need some modifications to be of use for the Printed Catalogue in Book Form. The succeeding Rules indicate such modifications.

821 Main Entry

8211 The Leading Section of the Main Entry of a Periodical Publication is to contain successively the Class Number and the Heading.

8212 There is to be a separate Section for each Change of Title of the Periodical Publication.

8213 The Sections due to Change of Titles are to be printed in their Chronological Sequence.

8214 The Section on Periodicity for each Title is to follow the Section containing that Title.

82141 The Section on Periodicity following a Title is to give successively all the information corresponding to all the complexities of the groups 2 and 3 enumerated in Rule 702.

82142 "Open for publication" is to be indicated by C instead of by a dash.

8215 The first Section on Periodicity is to be followed by the Section on Cumulative Index, if any. It should begin with the term "*Index*". The specification of the indexes are to follow thereafter, in chronological sequence. Each specification is to give

- 1 Serial number such as 1, 2, etc;
- 2 Colon; followed by
- 3 Numbers of the volumes covered in inclusive notation, if available;
- 4 Semicolon;
- 5 Numbers of the years covered, in inclusive notation; and
- 6 Full stop.

82151 When a volume of a Cumulative Index does not have independent existence but forms a volume of the Periodical Publication itself or a part thereof, this information is to be given in crooked brackets, after the specification of the cumulative index concerned, with the introductory words "is contained in".

8216 Each Complexity Section is to be introduced by a term, so printed as to end at the right end of its line.

82161 The introducing term of a Complexity Section is to consist successively of:—

- 1 The term "From";
- 2 The Number of the volume and/or the year of commencement of the complexity; and
- 3 The term in italics, indicating the nature of of the Complexity.

82162 The introducing line is to be followed by a Section for each of the other Periodical Publications involved in the Complexity.

82163 The Section devoted to each such Periodical Publication is to mention its Class Number and

the Title, or the Title only if its Class Number is the same as given in the Leading Section.

8217 The Holding Section is to be according to the Rules of Section 8116, except that "Open for the Library" is to be shown by C instead of by a dash.

82171 In the Holdings Card in the Union Catalogue Centre, there is to be only one column; and a whole line is to be set apart for each Library Number.

82172 The Library Number is to be in antique type.

Example:—

373 Im52,M Nuovo botanico italiano.

1-2; 1844-47.

Index. 1: (2) 1-25; 1869-93) (is contained in V (2) 25).

From 1869 continued as

Nuovo gironale botanica italiano, (Societa Botanica Italiana).

(2) 1-25; 1869-93 Ns:1; 1894 C.

From 1892 split partially into and in 1927
amalgamated

Im52,M,1, Bulletin, Societa Botanica italiana.

A1M4 1-2

A2A5 (2) Ns: 1 C

A1M5 1-2. (2) 1-25;

CIBA (2) Ns: 32-40 C

Ns; 1-12, 32-40 C

822 Cross Reference Entry

822 No Cross Reference Entry is to be given in a Union Catalogue of Periodical Publications.

823 Class Index Entry

823 Class Index Entries in a Union Catalogue of Periodical Publications, corresponding to the part of each Class Number, preceding the Common Isolate Digit denoting "Periodical Publication", are to be given as prescribed in the Rules of Part 3.

8231 Class Index Entries are also to be given as prescribed in the Rules of Section 713 except Rules 7137, and 71371.

824 No Cross Reference Index Entry or Book Index Entry is to be given in a Union Catalogue of Periodical Publications.

825 Provision has been made in Rule 821, for information about Cumulative Index to be included in the Main Entry.

826 Abbreviations

8260 Abbreviations are to be used in the Alphabetical Part according to a definite scheme.

The entry in an Alphabetical Part should be short and brief—say, not more than 2 inches in length. This should be so in order to enable a single sweep of the eye to cover the largest possible number of entries.

To secure this, titles should be abbreviated by

- 1 omitting articles, conjunctions, prepositions and other auxiliary words wherever they can be so omitted without causing unintelligibility;
- 2 contracting generic oft-recurring words indicative of the periodical nature of the publication to a single letter, wherever possible, and otherwise to the fewest possible letters, possible;
- 3 contracting the names of subjects usually occurring in titles of periodical publications to as few letters as possible;
- 4 contracting the names of countries, states and cities, usually occurring in titles of periodical publications to as few letters as possible; and
- 5 contracting other words—nouns or adjectives—usually occurring in titles of periodical publications to as few letters as possible.

The omission of auxiliary words will be of special advantage in looking up titles in unfamiliar languages. It is only the substantives in such titles that usually stick to memory. Even if

some auxiliary words happen to be remembered, one is not sure of their morphological variations or of their variants in different languages. Many readers trip over mistakes made in this regard. When a reader looks up a Union Catalogue, it often happens that he is usually absorbed in his own thought. And therefore, tripping over of such a trivial difficulty is quite common. Der, des, du, etc, form an example. So far as it can be seen, due weight does not seem to have been given to these psychological factors in the list of contractions set up in the *World list* or in the system of contractions promoted or recommended by ISO/TC 46.

The examples of contractions given hereunder do not include terms in any Indian language. This is due to lack of experience. But the Documentation Committee of the Indian Standards Institution has taken up this problem.

It may not be necessary to abbreviate a title if it consists of a single word—particularly a short word.

Abbreviations should not be used mechanically. They should be used only if there is real saving of space. In particular, in an index abbreviation need not be used unless there is a saving of a line.

Contractions should not be attempted piece-meal. As whole a view as possible of the entire range of words to be contracted, should be taken and the contractions should be so designed as to ensure ease of intelligibility and to secure maximum of abbreviation.

While all this effort is worth making to secure shortness of entries, the abbreviations can be so designed as to serve a second useful purpose. Cognate words in diverse languages may be brought together whenever their first few letters are the same. Their reduction to the same contraction will be of particular value in the case of initial words of title. This second advantage also should be borne in mind in designing the system of contraction.

If two abbreviated titles are homonymous they should be individualised by adding the name of the language as the individualising term. Wherever this is not sufficient the name of the country also may be used. No doubt the Class Number of the periodical contains the number for the country. But we should not expect the reader to depend upon it.

Usually the words that occur as the entry words in title entries of periodicals are (1) words denoting that a publication is a periodical one, (2) names of subjects and (3) names of countries or languages. It is therefore necessary that the contractions of such words should be such that the contractions will occur approximately in the same sequence in which the words themselves will occur if written in full. Any contraction, which involves elision of a letter in the middle of a word, like 'Bd', for 'Board', 'Enging', for 'Engineering', and 'Yrbk', for 'Year Book', will put the contraction in a place other than the one in which a reader will look for it. It is therefore necessary that the contraction of a word which is likely to be entry word should be made of the first few letters in the word written continuously without any elision. This principle has been followed in the tables given below. For convenience of reference by the cataloguer, the contractions for the three classes of words mentioned above are given in separate tables. There is also a fourth table giving contractions of other words which commonly occur.

8261 TABLE 1

CONTRACTIONS FOR WORDS DENOTING 'PERIODICAL PUBLICATION'

- Note*.—1 The same contraction is to be used for all morphological forms of the words shown against it as well as for all its cognate forms in other languages in so far as the letters in the contractions are the first words in them.
- 2 In Germanic and Sanskritic languages words can be formed by coalescing several words together. In such cases each component word may be contracted and the contractions may be connected by hyphen.

Example.—

| | | | |
|---|-------------|---|---------------------|
| 1 | Forsch.-arb | = | Forschungsarbeiten |
| 2 | M.-ber | = | Maandbericht |
| 3 | Q.-schr | = | Quartalschrift |
| 4 | Verb.-nachr | = | Verbandsnachrichten |
| 5 | Verb.-z | = | Verbandszeitschrift |

| | | | |
|---------|--|----------|-------------------------------|
| Aarb | Aarbog | Cur | Current |
| Aarskr | Aarskrift | Diar | Diary |
| Aarskat | Aarskatalog | Dig | Digest |
| Abh | Abhandlungen | Disc | Discussion |
| Abstr | Abstracts | Disk | Diskussionnyi |
| Abt | Abteilung | Diss | Dissertationes |
| | <i>See also Afd</i> | Doc | Documentation |
| Act | Acta | Dok | Dokumentation |
| | <i>For Administrative report see Rep</i> | Ecrit | Ecrits |
| Afd | Afdeeling | Efem | Efemerides |
| | <i>See also Abt</i> | | <i>See also Ephem</i> |
| Afh | Afhandlingar | Ency | Encyclopaedia |
| Alm | Almanac | Ephem | Ephemerides |
| Anecd | Anecdota | | <i>See also Efem</i> |
| An | Annals | Ergeb | Ergebnisse |
| Annot | Annotations | Estud | Estudios |
| | <i>For Annual report see Rep</i> | Etud | Etudes |
| Anz | Anzeiger | F | Fortnightly |
| Arb | Arbeiten | Forsch | Forschung |
| Arch | Archiv | Fortsch | Fortschritte |
| Ark | Arkiv | Gac | Gaceta |
| Beitr | Beitraege | Gaz | Gazette |
| Beiw | Beiwerke | Ged | Gedichte |
| Beretn | Beterning | Ges | Gesellschaft |
| Bibliog | Bibliography | Gior | Giornale |
| Bibliot | Biblioteca | | <i>See also J and Zhur</i> |
| Bijd | Bijdragen | Her | Herald |
| Bl | Blaatter | Intermed | Intermediare |
| Bol | Boletin | J | Journal |
| Bul | Bulletin | | <i>See also Gior and Zhur</i> |
| | <i>See also Bol</i> | Jahr | Jahrbuch |
| Cah | Cahier | | <i>Jour see J and Zhur</i> |
| Chron | Chronicle | M | Monthly |
| Circ | Circular | Mag | Magazine |
| Col | Colecao | Meddel | Meddelanden |
| Com | Comment | Mem | Memoires |
| Contrib | Contribution | Misc | Miscellaneous |
| Conv | Convention | Mit | Mitteilungen |
| Cor | Correio | Monog | Monograph |
| | <i>See also Cour</i> | Nach | Nachrichten |
| Corr | Correspondents | Observ | Observations |
| Cour | Courier | Pam | Pamphlet |
| | <i>See also Cor</i> | Per | Periodical |
| Cro | Cronicon | Prog | Progress |

| | | | |
|--|--------------|----------------------------|------------------|
| <i>For Progress Report See Rep</i> | | Souv | Souvenir |
| Pub | Publications | Stud | Studies |
| Q | Quarterly | Sup | Supplement |
| Rec | Record | Surv | Survey |
| Recu | Recueil | T | Tijdschrift |
| Rendic | Rendiconti | Tab | Tables |
| Rep | Report | Tid | Tidings |
| Res | Research | Trab | Trabajos |
| Rev | Review | Trans | Transactions |
| <i>For Administrative review see Rep</i> | | Trav | Travaux |
| Ric | Ricerca | Trib | Tribune |
| Rico | Ricordi | Urk | Urkunden |
| <i>See also Rec</i> | | W | Weekly |
| Riv | Rivista | Wirtsch | Wirtschaftliches |
| <i>See also Rev</i> | | Wiss | Wissen |
| Samm | Sammlung | Yearb | Yearbook |
| Schr | Schriften | Z | Zeitschrift |
| Scr | Scripta | Zei | Zeitung |
| Sel | Selections | Zent | Zentral |
| Ser | Series | Zhur | Zhurnal |
| Skr | Skrifter | <i>See also Gior and J</i> | |

8262 TABLE 2

CONTRACTIONS OF NAMES OF SUBJECTS

Note:—The same contraction is to be used for all morphological forms of the words shown against it as well as for all its cognate forms in other languages in so far as the letters in the contractions are the first words in them.

| | | | |
|-----------|---------------|---------|-----------------|
| Agric | Agriculture | Biol | Biology |
| Agron | Agronomy | Biomet | Biometry |
| Algol | Algology | Biophys | Biophysics |
| Anthrop | Anthropology | Bot | Botany |
| Anthropos | Anthroposophy | Buddh | Buddhism |
| Archaeol | Archaeology | Chem | Chemistry |
| Archit | Architecture | Coll | Colloids |
| Astrol | Astrology | Comm | Commerce |
| Astron | Astronomy | Crim | Crime |
| Astrophys | Astrophysics | Cryst | Crystallography |
| Ayur | Ayurveda | Delinq | Delinquency |
| Behav | Behaviorism | Derm | Dermatology |
| Biochem | Biochemistry | Ecol | Ecology |

| | | | |
|----------------------|------------------|-----------|----------------|
| Econ | Economics | Math | Mathematics |
| <i>See also</i> Ekon | | Mech | Mechanics |
| Educ | Education | Med | Medicine |
| Electr | Electricity | Metaphys | Metaphysics |
| Electrochem | Electrochemistry | Meteorol | Meteorology |
| Ekon | Ekonomia | Metr | Metrology |
| <i>See also</i> Econ | | Microbiol | Microbiology |
| Endocr | Endocrinology | Microsc | Microscopy |
| Enging | Engineering | Mil | Military |
| Entom | Entomology | Min | Mining |
| Epigr | Epigraphy | Minerol | Minerology |
| Esth | Esthetics | Morph | Morphology |
| Eth | Ethics | Mus | Museum |
| Ethn | Ethnology | Mycol | Mycology |
| Eugen | Eugenics | Myth | Mythology |
| Farm | Farming | Nav | Naval |
| For | Forestry | Nucl | Nuclear |
| Gard | Gardening | Nurs | Nursing |
| Geneal | Genealogy | Obst | Obstetrics |
| Genet | Genetics | Opt | Optics |
| Geog | Geography | Ophthal | Ophthalmology |
| Geol | Geology | Paras | Parasitology |
| Geri | Geriatrics | Parli | Parliament |
| Gyn | Gynecology | Path | Pathology |
| Harb | Harbour | Ped | Pediatrics |
| Helminth | Helminthology | Petr | Petrology |
| Highw | Highway | Pharm | Pharmacology |
| Hist | History | Phil | Philosophy |
| Homoeop | Homoeopathy | Philol | Philology |
| Hort | Horticulture | Phy | Physics |
| Hosp | Hospital | Physiog | Physiography |
| Hydr | Hydraulics | Physiol | Physiology |
| Hyg | Hygiene | Phyt | Phytology |
| Illum | Illumination | Phytopath | Phytopathology |
| Insur | Insurance | Plast | Plastics |
| Instrum | Instrument | Polym | Polymer |
| Irrig | Irrigation | Psych | Psychology |
| Jurispr | Jurisprudence | Psychoan | Psychoanalysis |
| Lab | Labour | Psychomet | Psychometry |
| Legis | Legislation | Psychosom | Psychosomatics |
| Ling | Linguistics | Rad | Radio |
| Lit | Literature | Radioact | Radioactivity |
| Machin | Machine | Railw | Railway |
| Magn | Magnetism | Rel | Religion |

| | | | |
|---------|--------------|--------|--------------|
| Rorsch | Rorschah | Tele | Telegraph |
| Sanit | Sanitation | Teleph | Telephone |
| Sc | Science | Telev | Television |
| Sch | School | Ter | Terrestrial |
| Sculp | Sculpture | Theol | Theology |
| Seism | Seismology | Theos | Theosophy |
| Sociol | Sociology | Therap | Therapeutics |
| Spectr | Spectroscopy | Timb | Timber |
| Statist | Statistics | Tr | Trade |
| Stenog | Stenography | Transp | Transport |
| Surg | Surgery | Tuber | Tuberculosis |
| Syph | Syphilis | Vet | Veterinary |
| Tax | Taxation | Wiss | Wissenschaft |
| Tech | Technology | Zoo | Zoology |

8263 TABLE 3

CONTRACTIONS OF GEOGRAPHICAL NAMES AND NAMES
OF LANGUAGES

Note:—The same contraction is to be used both for the countries and the languages whose names are derived from the names of the countries and for all their morphological variations, in so far as the letters in the contractions are the first words in them.

| | | | |
|---------|-------------|--------|---------------|
| Abys | Abyssinia | Braz | Brazil |
| Afr | Africa | Br | British |
| Afgh | Afghanistan | Bulg | Bulgaria |
| Alb | Albania | Burm | Burma |
| Alg | Algeria | Can | Canada |
| All | Allahabad | Cey | Ceylon |
| Alp | Alpine | Chil | Chile |
| Amer | America | Chin | China |
| Arab | Arabia | Colomb | Colombia |
| Argen | Argentina | Cub | Cuba |
| Asia | Asian | Czech | Czecho-Slavia |
| Austral | Australia | Dan | Danish |
| Austr | Austria | Denm | Denmark |
| Balt | Baltic | Deu | Deutsch |
| Belg | Belgium | Egyp | Egypt |
| Beng | Bengal | Eng | England |
| Bih | Bihar | Equad | Equador |
| Bom | Bombay | Esper | Esperanto |

| | | | |
|-----------|-------------|---------|---------------|
| Esthon | Estonia | Nor | Norway |
| Eur | Europe | Oris | Orissa |
| Flem | Flemish | Osterr | Osterreich |
| Fr | France | Pak | Pakistan |
| Ger | Germany | Palest | Palestine |
| Guj | Gujarat | Pers | Persia |
| Holl | Holland | Pol | Poland |
| Hung | Hungary | Port | Portugal |
| Hyd | Hyderabad | Punj | Punjab |
| Ind | India | Rum | Rumania |
| Indo-Chin | Indo-China | Russ | Russia |
| Ir | Ireland | Sans | Sanskrit |
| Ital | Italy | Scand | Scandinavia |
| Jap | Japan | Schwed | Schwedisch |
| Kan | Kanarese | Schweiz | Schweizerisch |
| Kash | Kashmir | Scot | Scotland |
| Latv | Latvia | Sind | Sindh |
| Lith | Lithuania | Sinh | Sinhalese |
| Lond | London | Span | Spanish |
| Mal | Malayalam | Swed | Sweden |
| Manch | Manchuria | Switz | Switzerland |
| Mang | Mangolia | Syr | Syria |
| Mex | Mexico | Tam | Tamil |
| Mys | Mysore | Tel | Telugu |
| Ned | Nederland | Travan | Travancore |
| Neth | Netherlands | Turk | Turkey |
| Nied | Niederland | | |

8264 TABLE 4

CONTRACTIONS FOR GENERAL WORDS

| | | | |
|----------------------|----------------|----------|-------------|
| A | Annual | Anim | Animal |
| Abn | Abnormal | Antiq | Antiquarian |
| Acad | Academy | Appl | Applied |
| <i>See also Akad</i> | | Artil | Artillery |
| Actu | Actuarial | Ass | Association |
| Adm | Administration | Atom | Atomic |
| Adv | Advancement | Auto | Automobile |
| Advert | Advertisement | Aviat | Aviation |
| Akad | Akademi | Biblioph | Bibliophile |
| <i>See also Acad</i> | | Bayer | Bayerischen |
| Alg | Algemein | Beibl | Beiblatten |
| Anal | Analytical | Beih | Beihaft |

| | | | |
|-------------------------|----------------|-------------------------|----------------|
| Ber | Berichte | Fac | Faculty |
| Cal | Calendar | Fak | Fakultat |
| Cat | Catalogue | Fam | Family |
| Centr | Central | Fed | Federal |
| Cir | Circular | Finan | Financial |
| Civ | Civil | For | Foreign |
| Civil | Civilisation | Formul | Formula |
| Clin | Clinical | Found | Foundation |
| Co | Company | Fund | Fundamental |
| Col | Collection | Gen | General |
| Colon | Colonial | Gesh | Geschichte |
| Commis | Commission | Gesel | Gesellschaft |
| <i>See also</i> Kommiss | | Gl | Glass |
| Commit | Committee | Gov | Government |
| <i>See also</i> Kommit | | Gr | Great |
| Commun | Communication | H | Halfyearly |
| Comp | Comparison | Hebd | Hebdomadaire |
| Conf | Conference | Hist | Historical |
| Cong | Congress | Husb | Husbandry |
| Const | Constitutional | Illus | Illustrated |
| Constr | Construction | Imp | Imperial |
| Contr | Contribution | Impr | Imprint |
| Co-op | Co-operation | Inc | Incorporated |
| Corp | Corporation | Indep | Independent |
| Corres | Correspondenza | Industr | Industrial |
| Cott | Cotton | Inform | Information |
| Crit | Critical | Inorg | Inorganic |
| Cul | Cultural | Inst | Institution |
| D | Daily | Intern | International |
| Darst | Darstelling | Juv | Juvenile |
| Dep | Department | K | Konigliche |
| Diagn | Diagnosis | Kat | Katalog |
| Dict | Dictionary | Kommis | Commission |
| Diplom | Diplomatic | <i>See also</i> Kommiss | |
| Dir | Direction | Kommit | Komitee |
| Dis | Diseases | <i>See also</i> Kommit | |
| Dist | District | Korres | Korrespondence |
| Dram | Dramatic | Labor | Laboratory |
| E | East | Leg | Legal |
| Ed | Edition | Libr | Library |
| Ele | Elementary | Linn | Linnean |
| Exper | Experimental | Loc | Local |
| <i>See also</i> Sperim | | Man | Manual |
| Extr | Extract | Meth | Method |

| | | | |
|----------|--------------|-----------------------|-------------|
| Mun | Municipal | Refl | Reflections |
| N | North | Reg | Register |
| Nach | Nachrichten | Rej | Rejestr |
| Nat | National | Relat | Relation |
| Natur | Natural | Repos | Repository |
| Nutr | Nutrition | Repr | Reprints |
| Obs | Observatory | S | South |
| Occid | Occidental | Samml | Sammlung |
| Occup | Occupational | Sec | Secondary |
| Off | Office | Sect | Section |
| Opin | Opinion | Sel | Selection |
| Ordin | Ordinance | Sem | Semaine |
| Org | Organic | Semest | Semestriale |
| Organ | Organisation | Serv | Service |
| Orient | Oriental | Sits | Sitsung |
| Philat | Philatelic | Soc | Social |
| Photo | Photographic | Spec | Special |
| Pict | Picture | Sperim | Sperimental |
| Plan | Planning | <i>See also Erper</i> | |
| Pol | Political | Stand | Standard |
| Polytech | Polytechnic | Tech | Technical |
| Prac | Practical | Tek | Teknisk |
| Prak | Praktical | Termin | Terminology |
| Prelim | Preliminary | Trien | Triennial |
| Print | Printing | Trop | Tropical |
| Prob | Problem | Uber | Übersicht |
| Prod | Production | Univ | University |
| Prog | Progress | Util | Utilities |
| Prov | Province | Vener | Veneräl |
| Pub | Public | Ver | Verein |
| Quell | Quellen | Verb | Verband |
| Quest | Questions | Vereinig | Vereinigung |
| Quot | Quotation | Verz | Verzahnis |
| R | Royal | Vet | Veterinary |
| Red | Redactor | | |

827 Feature Heading

827 The Classified Part of a Union Catalogue of Periodical Publications is to be provided with Feature Headings on the analogy of the Rules in Section 832.

Examples:—

The Chapter, headed "B Mathematics" will have Feature Heading as follows:—

B MATHEMATICS**B_{am} Abstracting Periodical**

(Under this will be given all the Abstracting Periodicals in Mathematics, in the way shown below under "B9 Astronomy".)

B_m Periodical

(Under this will be given all the Periodical Publications in Mathematics, in the way shown below under "B9 Astronomy".)

B9 Astronomy**B9_m Periodicals****B9_m41 CHINA**

(Under this will be given all the Chinese periodicals in Astronomy).

B9_m42 JAPAN

(Under this will be given all the Japanese periodicals in Astronomy).

B9_m44 INDIA

(Under this will be given all the Indian periodicals in Astronomy).

828. Typography**8281 CLASSIFIED**

82811 It is helpful to have typographical distinction between the Leading Section, the Sections for Change of Titles, and the Holdings Sections on the one hand, and the Sections for Complexities on the other. The latter Sections may be subordinated to the former ones, by printing them in smaller type.

828112 Perhaps, it is helpful to make the first two words in the Title of the Periodical Publication in the Leading Section more dominant than the other words

in the Entry, say by printing them in antique capitals or in capitals and smalls.

82812 The left end of the top-line of a verso is to give the Part of the Class Number ending with the geographical focus, pertaining to the entry occupying the first line of the page.

82813 The right end of the top-line of a recto is to give the Part of the Class Number ending with the geographical focus, pertaining to the entry occupying the last line of the page.

82814 The pagination is to be given at the outer end of the bottom line of each page.

8282 ALPHABETICAL PART

82821 It may be of help to design a suitable typographical variation for the Titles, the Names of Sponsors and the Names of Specific Subjects, occurring as Heading in the alphabetical Entries. The following may be a suitable specification:.

- 1 Title—Capital and lower case letters to be used as in prose;
- 2 Sponsor Heading—Capital and small capitals with contractions;
- 3 Specific subjects—Capitals and small capitals without contractions.

82822 The left end of the top-line of a verso is to give the first three letters pertaining to the first word of the entry occupying the first line of the page.

82823 The right end of the top-line of a recto is to give the first three letters pertaining to the first word of the entry occupying the last line of the page.

82824 The pagination is to be given at the outer end of the bottom-line of each page.

8283 MODEL

8283 The above Rules on the lay-out and typography are based on the experience gained in publishing the *Union catalogue of learned periodical publications in South Asia* in 1953.

8284 See also section 838.

829 Lay-Out

8290 A printed Union Catalogue of Periodical Publications is to consist of the following six chapters:

- 1 To Find Out;
- 2 Key to Libraries;
- 3 Technical Note;
- 4 Conspectus of Specific Subjects;
- 5 Classified Part; and
- 6 Alphabetical Part

8291 TO FIND OUT

8291 A sample draft of "To Find Out" is given hereunder:

82911 IF NAME OF PUBLICATION IS KNOWN

If you know the correct name of the periodical publication, look for it in the Alphabetical Part (Chap 6) in which the names of publications stand arranged alphabetically. Note the number entered against it. It is its Class Number.

Then turn to the Classified Part (Chap 5). The top-corners of its pages indicate the Class Numbers occurring in them. With their help, find out the page where the Class Number of what you seek lies.

There, you will find (1) its Class Number; (2) its name; (3) a specification of its published volumes; (4) changes in its name and its other idiosyncracies; and (5) the holdings of the participating libraries. In each line of the holdings the number appearing at the beginning in black face—e g **L32**—represents a library. The succeeding numbers denote the volumes it has. For the name of the library represented by the number in black face, see the Key to Libraries (Chap 2). For further information see the Technical Note (Chap 3).

82912 IF NAME IS NOT KNOWN

If you do not know the correct first word in the name of the periodical publication, but remember its specific subject or some larger subject to which it belongs, look up the name of the subject in the Alphabetical Part (Chap 6). From it, pick out its Class Number. Then look up the Classified Part (as shown in the section 82911 above) and arrive at the page or pages where the Class Number occurs. There, all the publications in the subject will follow one another in geographical sequence, and within a geographical group, in the chronological sequence. It will be easy for you to recognise the name of your periodical in this panorama.

The last section of the entry will show the libraries from where its volumes can be got (exactly as in section 82911).

82913 EXAMPLES

1 Suppose you wish to know where the sixth volume of the *Annals of mathematical statistics* can be found. The Alphabetical Part (Chap 6) gives its number as B28m73,N. Look up this number in the Classified Part (Chap 5). The entry beginning with it gives all the libraries from where it can be had.

2 Suppose you did not remember the first word 'Annals'. Then look up 'Statistics' in the Alphabetical Part (Chap 6). It gives the class number B28. Look up this number in the Classified

Part (Chap 5). It gives the periodicals on Statistics. Look down this list until you recognise the name you vaguely remembered. The last section of its entry gives all the libraries from where it can be had.

3 Even if you had looked up 'Mathematics' in the Alphabetical Part (Chap 6), it would have led you to the pages in the Classified Part (Chap 5) where Class Numbers begin with B. Looking through the list in those pages, you will be led to your periodical. Only you will have to scan a larger range of entries. But surely this range will be considerably smaller than the whole catalogue.

8292 KEY TO LIBRARIES

8292 A Key to Libraries, framed according to Rule 81151, is to be given in two parts:

- 1 The first part is to serve as a dictionary to pass from the Library Number to the Name of the Library; and
- 2 The second part is to serve as a dictionary to pass from the Name of the Library to the Library Number.

82921 Examples are to be given for the interpretation of Library Number.

8293 TECHNICAL NOTE

8293 The Technical Note is to feature and explain the following points:

- 1 The Classified Part—Information about the types of entries like Cumulative Index Entry and Main Entry, how they get themselves grouped, the structure of the Class Number, the rendering of the names of

Periodical Publications, their idiosyncracies,
and Holdings Section; and

- 2 The Alphabetical Part—Information about
the types of entries, their uses and the
abbreviation used.

8294 CONSPECTUS OF SPECIFIC SUBJECTS

8294 The Conspectus of Specific Subjects is to be an exhaustive schedule, properly featured, of all the Class Numbers upto the beginning of a Common Sub-division digit—such as *m*, *n*, *p*, *r*.

Example:—

B MATHEMATICS

| | | | |
|------|----------------|-------|----------------|
| B | Mathematics | B9:6 | Astrophysics |
| B:R1 | Symbolic logic | B93 | Sun |
| B28 | Statistics | B93:6 | Solar physics |
| B31 | Analysis | B96 | Stars |
| B7 | Mechanics | B963 | Variable stars |
| B9 | Astronomy | | |

C PHYSICS

| | | | |
|----|---------|------|-----------------------|
| C | Physics | C75 | Terrestrial magnetism |
| C5 | Optics | C9B3 | Nuclear physics |
| | etc | etc | etc |

Under each of the above subjects, common subdivisions may occur as illustrated below:

Ba Bibliography
Be Tables
Bw Biography

The periodicals in these and in B (Mathematics proper) will stand arranged as shown below:

| | |
|------------|--|
| <i>Bam</i> | Abstracting periodical in Mathematics |
| <i>Ben</i> | Serial of Tables |
| <i>Bm</i> | Periodical in Mathematics |
| <i>Bn</i> | Serial in Mathematics |
| <i>Br</i> | Administration reports about Mathematics |
| <i>Bwn</i> | Who's who in Mathematics |

CHAPTER 83

NATIONAL BIBLIOGRAPHY

830 Introduction

8301 PURPOSE

THE term National Bibliography is used in this Chapter in the first of the senses enumerated in Section 803. As stated in its subsections, it is a multi-purpose document. Its physical form as well as internal form is to be determined by the needs of the immediate and contemporary purpose. This will also satisfy the other purposes. The immediate and contemporary purpose is to help the service-libraries and the reading public in book selection, and the book-trade in getting the necessary information for trade purposes, such as place of publication, publisher, and price.

8302 PRINTED BOOK FORM

The above-mentioned immediate and dominant purpose indicates printed book-form for the National Bibliography. For, it will be required by all the service-libraries and the entire book-trade of the country and also by some of the libraries and the book-trade in foreign countries. Therefore, the Rules in the earlier parts of this book, implying Card Technique will have to be adapted or amended to suit the needs of a catalogue in book-form. But unlike an Abstracting Periodical, a National Bibliography is not a 'frozen' catalogue though it has to be in printed book-form. For, the monthly, quarterly and annual cumulations will call for interpolation.

83021 Printed Cards

In the interest of national economy, the centre for National Bibliography should supply to service-libraries, copies of the Main

Entry printed in cards, for use, as Main Entry and all the required Specific Added Entries. This is for the Unit Card System described in Section 0706. It has been shown in the *Heading and canons* (95) that this Card-Service will effect a saving of 79% in the total classification and cataloguing cost of a country. Since 1957, the BNB has been carrying out this Card-Service. Apart from saving in money, this has resulted in the virtual abolition of the time-lag between the receipt of a book in a Service-Library and its release for use by the public. For, the BNB has succeeded in supplying the catalogue cards within 40 hours of the order (96). This is only just short of the prenatal cataloguing described in Section 8015. To enable a Service-Library to determine the number of unit-cards to be ordered for a book without spending time to calculate it, preferably to leave it to the National Centre itself to determine the number of cards to be supplied, the main entry in the printed bibliography should state the number of Unit-Cards required for the book concerned—for its Main Entry and all its Specific Added Entries.

8303 BOOK-TRADE SECTION

The information needed by a Service-Library and the book-trade, and mentioned in Sec 8032, calls for the addition of a new section in the Main Entry in a National Bibliography. This section may be called the Book-Trade Section. It is best added immediately after the Title-Section.

8304 CODE NUMBER SECTION

The Code Number Section should take the place of the Accession Number Section. This will be the last section in most of the Main Entries. In other cases, it will be the last in the part of the Main Entry printed in larger type. A properly designed System of Code Numbers will lead to considerable economy in a Service-Library, in ordering for a book and for its catalogue cards.

8305 NUMBER OF UNIT-CARDS

Further economy can be effected in the order-work for the supply of the Unit-Cards, by including at the end of the Code Number the numeral representing the number of Unit-Cards

required for the Main Entry and the Specific Added Entries of the book.

8306 ADDITIONAL RELATED-BOOK NOTE

A Service-Library and the Book-Trade will like to know

- 1 in the case of a new edition or a reprinting of a book, the Code Number of the next earlier edition or of the original printing; and
- 2 in the case of a new volume of a multi-volumed book, the Code Number of the next earlier volume published.

8307 ANNOTATION

It may be helpful to bring out in the Main Entry unusual features of a book such as

- 1 Peculiarity in type-face, say 'Type-writer Script';
- 2 Peculiarity in binding, say 'Sewed', 'Loose-leaf', 'In Slip-case';
- 3 Peculiarity in circulation, say 'Private Circulation', 'Restricted Circulation', 'Not Priced';
- 4 Peculiarity in title-page, say 'Title-page(s) in Sanskrit and English';
- 5 Name of Chairman of Commission; and
- 6 Periodicity in the case of a periodical publication, say 'Monthly', 'Quarterly', 'Irregular'.

The Annotation Section is best made the last section of the entry.

8308 MODIFICATION OF RULES

The succeeding sections of this chapter indicate the modifications necessary to adapt the Rules of Part 5 and Part 6 to the needs of a National Bibliography.

See the end of this Chapter for examples.

831 Main Entry

8310 SECTIONS

8310 The Main Entry in a National Bibliography is to consist of the Main Section in larger

type and, if necessary, Subsidiary Sections in smaller type.

The Class Number in the last feature heading immediately preceding the entry and the year of publication taken together form a virtual equivalent of the Call Number. If the form of exposition is not prose and if the language is not the favoured language, these may be indicated in the Annotation. Therefore, the Call Number Section is not necessary in a National Bibliography.

8311 MAIN SECTION

83110 The following items, which will occur successively as separate sections in a written or typed card-catalogue, are to be made separate sentences of the Main Section:—

- 1 Heading;
- 2 Title Section;
- 3 Bibliographical Section;
- 4 Imprint Section; and
- 5 Code Number Section.

The Bibliographical Section and the Imprint Section taken together form the **Book-Trade Section**.

83113 Bibliographical Section

83113 The Bibliographical Section is to consist successively of

- 1 format, giving the height and the breadth or the height alone of a page in centimetres;
- 2 semicolon;
- 3 collation, with a comma inserted between the different paginations and the information about unpaginated plates, maps, and other items.

If paper-size follows international standard and conforms to the Principle of Aspect Ratio, the height will be $\sqrt[3]{}$ times the width. In such a case, the height alone will be sufficient to indicate the format.

83114 Imprint Section

83114 The Imprint Section is to consist successively of

- 1 name(s) of place(s) of publication in abbreviated form wherever possible without prejudice to intelligibility;
- 2 semicolon;
- 3 name(s) of publisher(s) in the shortest form consistent with intelligibility;
- 4 semicolon;
- 5 month of publication if necessary and possible;
- 6 year of publication;
- 7 full stop; and
- 8 published price.

83125 Code Number Section

83115 The Code Number Section is to consist successively of

- 1 code letter for the country;
- 2 year of publication;
- 3 full stop;
- 4 serial number of the book in the sequence in which the book is included in the successive primary fascicules of the year;
- 5 dash; and

- 6 number indicating the number of Unit-Cards needed for the Main Entry and the Specific Added Entries of the Book.

831151 The sequence of the Serial Number, given as category 4 in Rule 83125, is to start with '1' for each calendar year.

831152 The first two digits of the Year of Publication are to be replaced by a Capital Letter in accordance with Schedule 3 of Part 2 of *Colon classification*, ed 5.

This will save one digit in the Code Number.

831154 The Code Number Section is to be printed at the right end of the last line of the Main Section.

8312 SUBSIDIARY SECTION

83120 The Subsidiary Section is to give in successive sentences

- 1 the Notes prescribed by the Rules of Part 5 and Part 6;
- 2 the Additional Related-Book Notes, mentioned in Section 8306; and
- 3 the Annotation, mentioned in Section 8307.

If it does not involve much increase of space, the different Notes and the Annotation may be printed as separate sections.

83122 Additional Related-Book Note

83122 An Additional Related-Book Note is to be along the following lines:

- 1 See (insert Code Number) for Ed (insert the number of the earlier published edition); or

- 2 See (insert Code Number) for the original publication; or
- 3 See (insert Code Number) for V (insert the number of the volume of a multi-volumed book, published immediately earlier).

8313 FEATURE HEADING

83130 The Classified Part of the catalogue is to be provided with Feature Headings.

83131 The Feature Headings are to be obtained by Chain Procedure by translating each successive Sought Digit of the Class Number into its equivalent term in the favoured language of the National Bibliography, proceeding from left to right.

This is just the reverse of the use of Chain Procedure in arriving at the sequence of Headings and Subheadings in the Class Index Entries contributed by a Class Number.

83132 A Feature Heading is to consist of the part of the Class number ending with the digit contributing the Feature Heading, followed by the equivalent of its last Sought Digit in the favoured language of the National Bibliography.

As a result of this Rule, each Feature Heading will normally consist only of a single word. Its full denotation is to be obtained with the aid of the Canon of Context (97). That is, it must be read along with the earlier Feature Headings contributed by the earlier digits of its Class Number.

83133 Each Feature Heading is to be in a separate line, indented liberally, say 4 cm.

83134 Feature Headings shared by several consecutive Main Entries are not to be repeated.

8314 TRACING SECTION

8314 Tracing Section is to be omitted in the Main Entry of a National Bibliography.

Its inclusion will increase the number of pages and swell the cost of production. The BNB gives the tracing for Cross Reference Entries in a sparing way. It is difficult for it to be consistent.

The Library of Congress Cards contain the Tracing Section. But they are not reproduced in the Main Entry in the National Bibliography in printed book-form.

832 Cross Reference Entry

832 No Cross Reference Entry is to be given for a simple book, in a National Bibliography.

The Canon of Local Variation, (*See* Sec 035) has a great sway over the choice of Cross Reference Entries. The Canon of Context also (*See* Sec 025) has much to say on this. Therefore, it is desirable to leave the addition of Cross Reference Entries to each Service-Library. Even the National Central Library and the State Central Library preparing the fascicules of the National Bibliography will have to add the Cross Reference Entries to the Card Catalogues maintained by them.

The BNB inserts a few Cross Reference Entries here and there. But it should be difficult for it to enunciate a set of Rules ensuring consistency in practice.

8321 ORDINARY COMPOSITE BOOK

8321 Notwithstanding Rule 832, Cross Reference Entry may be given to each contribution in an Ordinary Composite Book.

In this case, it is possible to be consistent. But even here, this may prove to be too huge a task for a National Bibliography to undertake, as the number of Ordinary Composite Books is on

the increase. It may be more economical to leave it to the care of Subject Bibliography rather than National Bibliography.

8322 ARTIFICIAL COMPOSITE BOOK

8322 Notwithstanding Rule 832, all the Special Cross Reference Entries, prescribed by Rule 6221 for an Artificial Composite Book, are to be given.

833 Class Index Entry

8331 Class Index Entries are to be given in each fascicule and in each cumulation.

8332 Class Index Entries are to be printed in an Alphabetical Sequence of their own.

8333 The Second Section of the Class Index Entry is to be omitted in a National Bibliography; and the Heading and the Index Number are to form two sentences in a single section.

This means that the Class Index Entries should not be merged in one Alphabetical Sequence along with the Book Index Entries and the Cross Reference Index Entries. The proportion of Class Index Entries to the Book Index Entries decreases with the number of books included in the catalogue. The former dilute out the latter unless the number of books catalogued is well in excess of 50,000. The greater the number of books beyond the limit of 50,000, the less the chance for such a dilution to occur. In a National Bibliography, it is desirable that the Book Index Entries should not be diluted by Class Index Entries. And even the Annual Volume of a National Bibliography is not likely to list over 50,000 books. Rule 8332 is based on these considerations.

This feeling became dominant while consulting the Index Parts of the monthly issues, and the quarterly and annual cumulations of the BNB.

Perhaps, the 5-yearly or the 10-yearly cumulation may admit of the merging of the Class Index Entries and the Book Index Entries in one Alphabetical Sequence.

834 Cross Reference Index Entry

834 A National Bibliography is to give all the necessary Cross Reference Index Entries.

8341 All the Sections of a Cross Reference Index Entry are to be made different sentences in a single section.

835 Book Index Entries

835 A National Bibliography is to give all the necessary Book Index Entries as prescribed in Chap 55.

8350 Except in a Series Entry, all the Sections are to be made different sentences in a single section.

8351 AUTHOR ENTRY

8351 An Author Entry is to give also the Name of the Publisher in an intelligible but abbreviated form—more abbreviated than in the Main Entry—and the Published Price.

8352 TITLE ENTRY

8352 A Title Entry is to give also the Name of Publisher and the Published Price, as prescribed in Rule 8351.

8353 SERIES ENTRY.

8353 A Series Entry is to give also the Name of the Publisher and the Published Price, as prescribed in Rule 8351.

83531 In a Series Entry, the Heading and the rest are to form two distinct sections.

83532 The Name of the Publisher is to be given after the Name of the Series in the First Section.

83533 The Price is to be given after the title in the Second Section.

The above six Rules are to facilitate the use of the National Bibliography, by the Book-Trade.

8354 INDEX NUMBER

8354 The Index Number in a Book Index Entry is to consist of the First 4 digits of the Class Number, of the book concerned.

The Code Number may be of use as Index Number in a primary fascicule. But, it ceases to be of any use in the cumulations. The first 4 digits of the Class Number taken with the Heading will prove sufficient to locate the related Main Entry in the Classified Part. The BNB gives both the full Class Number and the Code Number of a book. This makes the Index Number cumbersome. It appears to serve no useful purpose.

836 Printed Unit-Card

8361 The Printed Unit-Card of a book should have the first line blank.

8362 It should be a reprint of the Main Entry of the book.

8363 At the Service-Library

A Service-Library should prepare the Printed Unit-Cards for a book in the following way:—

- 1 It should use one of the Printed Unit-Cards as the Main Entry Card after inserting the Call Number in the top line.

- 2 In all but the above one of the Printed Unit-Cards, it should insert in the top line the Heading appropriate to the respective Specific Added Entries.
- 3 It should insert the Call Number, in all the Printed Unit-Cards used for Added Entries.
- 4 In the Main Entry Card, it should fill up the Accession Section and the Tracing Section.
- 5 It should prepare all the necessary Class Index Entries and Cross Reference Index Entries.

In the Printed Unit-Card of the Library of Congress, the Tracing Section is also printed. This is a help to the Service-Libraries. The Library of Congress is able to give this help, because it prints the Unit-Cards *ad hoc*. But the Unit-Card of the BNB is duplicated from the printed Weekly Issue of the Bibliography, printed in book-form. Probably it is this method which most National Bibliographies will have to adopt for reasons of economy. To introduce the Tracing Section into the book-form itself will unduly increase the size of the Classified Part. This in its turn will go against economy.

It is for investigation whether over-all economy would favour each Service-Library writing the Tracing Section on the back of the Main Card or the National Bibliography in printed book-form giving the Tracing Section at the bottom of the Main Entry in spite of the extra space required.

837 Typography and Lay-Out

837 The typography and lay-out of the printed book-form of a National Bibliography admit of much

variation. They will depend on the type-faces available in the Favoured Script, the mode of printing in vogue, and the prevailing mental set of the users of the Bibliography. All these factors change—some suddenly and others gradually. The following are only suggestions. Even within the limits of these suggestions, many variations are possible.

8371 *Format*:—A4 (29·7 cm×21·0 cm), specified in the Indian standard IS: 1064-1957.

8372 *Pagination*:—Page numbers are to be printed at the bottom left end of a verso and the bottom right end of a recto.

8373 *Inclusive Captions*: 1 In the Classified Part, the top left end of a verso is to give not more than the first four digits of the Class Number of the Entry to which the first line of the page belongs; and the top right end of a recto is to give not more than the first four digits of the Class Number of the Entry to which the last line of the page belongs.

2 In the Alphabetical Parts, the top left end of a verso is to give the first three letters of the Heading of the Entry to which the first line of the page belongs; and the top right end of a recto is to give the first three letters of the Heading of the Entry to which the last line of the page belongs.

8374 *Page Heading*: 1 In the Classified Part, the Page Heading of a verso is to consist of the class number and the name of the Main Class or the Canonical Class to which the first line of the page

belongs; and the Page Heading of a recto is to consist of the class number and the name of the Main Class or the Canonical Class to which the last line of the page belongs.

2 In the Class Index Part each Page Heading is to be 'Class Index Entry'.

3 In the Book Index Part each Page Heading to be 'Book Index Entry'.

8375 *Columns*: Two columns in the Classified Part and Three columns in the Alphabetical Parts.

8376 *Spacing*: 1 In the Classified Part, the Feature Headings are to be set solid. Each Section of an Entry is also to be set solid. But some space is to separate two consecutive Entries.

2 The Alphabetical Parts are to be set solid.

8377 *Type Face*: 1 In the Classified Part, the Entry Element of each Entry is to be in Caps and Sm Caps; and all the rest in Roman as in prose.

2 Among the Feature Headings in the Classified Part,

- 1 the Main and Canonical Classes are to be in Antique Caps;
- 2 Class of next Order is to be in Antique Caps and Lower Case;
- 3 Class of next Order is to be in Caps and Sm Caps;
- 4 The last Feature Heading covering an Entry is to be in Antique Caps and Lower Case.
- 5 All the other feature headings are to be in Roman Caps and Lower case; and

3 In the Alphabetical Parts, Roman Cap and Lower Case are to be used throughout, except that Name of Publisher is to be in Italics Cap and Lower Case.

8378 *Type Size*: 1 In the Classified Part, 10 point type may be used for the Feature Headings and the Main Section of an Entry; and 8 point for the Subsidiary Section.

3 In the Alphabetical Parts, 8 point type may be used.

The smallest possible readable type-size has to be used in the alphabetical parts, in order to bring into a Single Sweep of the Eye the largest possible number of entries of the alphabetical index.

8379 LAY-OUT

8379 The following Lay-Out is recommended for each primary fascicule and cumulation of a National Bibliography:—

- 1 Part 1: How to Find out;
- 2 Part 2: Brief Outline of the Schedule of Classes of the Classification Scheme used;
- 3 Part 3: Book Index Entries along with Cross Reference Index Entries;
- 4 Part 4: Class Index Entries; and
- 5 Part 5: Classified Part, made up of the Main and Cross Reference Entries.

838 Sample Pages

838 The following sample pages illustrate the Rules on the construction of Entries in a National Bibliography. They also illustrate a possible choice of typography and lay out.

Note.—1 The year of birth of author, given in the entries, is imaginary. The actual year cannot be got in time. Therefore, imaginary years have been used to make the heading complete.

2 The Illustrator Entry for Perry is inserted, though not quite necessary, just to illustrate the omission of name of publisher and price in the case of a collaborator entry.

3 The BNB uses both Class Number and Code Number in full for Index Number. This is not necessary. Code Number can be of little use to one who consults the Index. The Class Number is necessary to direct the author to the Main Entry in the Classified Part. For this purpose, the full Class Number is not necessary. The first four digits of the Class Number will prove sufficient for the purpose. The Index Numbers given in the Book Index Entries are of this nature.

4 The BNB introduces many cross references in the Index Part. It is doubtful whether the resulting saving of space is sufficient to compensate for the inconvenience experienced by users in turning from one entry to another.

A comparative study should be made of the helpfulness of the lay-out of the BNB with the one suggested and illustrated in this section.

PART 3

Book Index Entries

(Examples 374-387)

- Black (George) (1902), *Ed. Household doctor*, New ed. *Ward, Lock*. L 7s 6d.
- Chronic bronchitis by National Association for the Prevention of Tuberculosis. *Author*. 6s. L44:4
- Fishbein (Morris) (1896), *Ed. Modern home medical adviser*. *Bailey*, S. 40s.
- Household doctor ed by Black. *Ward, Lock*. 7s 6d.
- Marriott (Henry Joseph Llewellyn) (1908), *Practical electrocardiography*. *Bailliere, T C* 40s. L32:4
- Medical Research Council (Great Britain), *Memoranda*. *HMSO*. 35 *Its National Collection of Type Cultures*. Rev ed. 2s 6d. L:42
- _____. *National Collection of Type cultures*. Rev ed. *HMSO*. 2s 6d. L:42
- Modern drug treatment in tuberculosis by Ross. *Nat Asso Preven Tuber*. 7s 6d. L45:4
- _____. *home medical adviser* ed by Fishbein. *Bailey*, S. 40s. L
- National Association for the Prevention of Tuberculosis (Great Britain). *Chronic bronchitis*. *Author*. L44:4
- 6s. National Collection of Type Culture by Medical Research Council (Great Britain). *HMSO*. 2s 6d. L:42
- Perry (Maurice Ethridge), *Illustr*. Marriott: *Practical electrocardiography*. L32:4
- Practical electrocardiography by Marriott. *Bailliere, T C* 40s. L32:4
- Ross (John Donaldson) (1912), *Modern drug treatment in tuberculosis*. *Nat Asso Pre'n Tuber*. 7s 6d. L45:4

PART 4

Class Index Entries

(Examples 388-409)

- Aetiology, Infection, L:42:2
- Bronchi, L44
- Bronchitis L44:415
- Chronic bronchitis L44:4156
- Circulatory system L3
- Disease L:4
- _____. Bronchi L44:4
- _____. Heart L32:4
- Disease, Lung L45:4
- Drug, Tuberculosis, Lung L45:421:63
- Electrocardiography L32:4:4026
- Heart L32
- Infection L:42
- _____. Lung L45:42
- Lung L45
- Medicine L
- Pathology, Heart L32:4:4
- Physical method, Pathology, Heart L32:4:402
- Protists, Infection L:42:2:(G91)
- Respiratory system L4
- Therapy, Tuberculosis, Lung L45:421:6
- Tuberculosis, Lung L45:421

PART 5

Classified Part

(Examples 410-415)

L MEDICINE

BLACK (George) (1902), *Ed.* Household doctor describing the diagnosis and treatment of diseases, first aid, and nursing. New ed. Feb 1958. 19cm.; 256p. Lond.; Ward, Lock. 7s 6d.
Earlier ed in 1948.

FISHBEIN (Morris) (1896), *Ed.* Modern home medical adviser, your health and how to preserve it. New rev ed. Nov 1957. 24cm.; 4 col frontis, 35,902p, 18 plates. NY; Garden City Books. Lond; Bailey and Swinton. 40s.
GN57.2588-2
GN56.17084-2

L:4 Disease

L:42 INFECTION

L:42:2 Aetiology

L:42:2(G91) Protista

MEDICAL RESEARCH COUNCIL (Great Britain).
National Collection of Type Cultures, catalogue of species. [Rev ed.]. Feb 1958.

24.5cm.; 3,34p. Lond; HMSO. 2s 6d.
GN58.3592-3
Its memoranda 35. Sec BN52.86-3 for earlier ed.
Earlier title was *List of species maintained in the National Collection of Type Cultures*. Sewed.

L3 Circulatory system

L32 HEART

L32:4 Disease

L32:4:4 Pathology

L32:4:402 Physical method

L32:4:4026 Electrocardiography

MARRIOTT (Henry Joseph Llewellyn) (1908).
Practical electro-cardiography, illustrated by Maurice Ethridge Perry. Ed. 2. 1958. 23.3cm.; 16,226p. Lond; Bailliere, Tindall and Cox; 40s.
GN58.3594-3
Earlier ed in 1954.

I4 Respiratory system**I44 BRONCHI****I44:4 Disease****I44:415 Bronchitis****I44:4156 Chronic**

NATIONAL ASSOCIATION FOR THE PREVENTION OF
TUBERCULOSIS (Great Britain). Chronic
bronchitis—an NAPT symposium, report of
a meeting held in London 12 Dec 1956.
Ed 2. Feb 1958. 20 cm.; 44p, 4 plates.
Lond.; Author. 6s. GN58.3595-2
See GN57.4209 for earlier ed. Sewed.

I45 LUNG**I45:4 Disease****I45:42 Infection****I45:421 Tuberculosis****I45:421:6 Therapy****I45:421:63 Drug**

Ross (John Donaldson) (1912). Modern drug
treatment in tuberculosis, foreword by
Geoffrey Todd. Feb. 1958. 20 cm.; 47p.
Lond.; Nat Asso Prev Tuber. 7s 6d. GN58.3597-2.
Sewed.

CHAPTER 84

ABSTRACTING PERIODICAL

840 Introduction

8401 EFFECT OF LARGE NUMBER

A vast number of periodicals is now used for the communication of nascent thought. Their number is vast not only in the universe of knowledge taken as a whole, not merely in any single main class, but even in some classes of great intension.

84011 Finance

In the first place their number takes their annual cost to beyond the financial capacity of any individual. It takes them also beyond the capacity of any single library. Hardly any single library in the world takes even 25% of this form of medium of communication.

84012 Individual's Capacity

Secondly, let us assume that all the periodicals are made physically available in one library. Even then their use goes beyond the physical, mental, and time capacity of any individual.

84013 Articles of Interest

Apart from sheer number causing this difficulty, no individual is likely to benefit by turning through every page of every periodical. To do it merely to locate articles of interest to him is by itself wasteful. But this waste can be eliminated by providing a bare index to the micro thought contained in periodicals.

8402 THOUGHT OF INTEREST

Even then a reader may not find equal interest in all the articles, listed either under his favourite author or under his favourite subject. The whole of some articles—every detail in them—may be beneficial to him. At the other extreme, some articles might

prove to be mere mirage. Between these two extremes, there will be all grades in the proportion of the total thought of his interest, embodied in them. But to know to which category an article belongs, the reader will have to open up each of the periodicals embodying them. He will have to glance through the article. Now the number of the articles in his total 'Apupa' (98) pattern is too vast to admit of their being perused by a reader within the time he can spare for the purpose.

84021 Indexing Periodical

The value of an Indexing Periodical arises out of this situation. Let us take the average length of an article to be ten pages. Let us further take the number of articles in the Apupa of a reader appearing in a year to be 1,000. Then he will have to turn through 10,000 pages in a year.

84022 Advantage

On the other hand, let us calculate the number of pages needed for their index. On an average 50 indexes can appear in a page. Then the number of pages of the indexing periodical to be perused by him gets reduced to 200. A perusal of these 200 pages reduces the time required for perusal to 1/50. This by itself is a great saving.

84023 Classified Featuring

An arrangement of the indexes by the name of the author or by the title of the article will oblige a reader, with a particular Umbra in his Apupa, to turn through all the 200 pages of the index. On the other hand, let us assume that the articles are minutely classified by an individualising, expressive, analytico-synthetic scheme of classification. Let us further assume that feature headings are added in a more or less helpful way. Then it will be possible for the reader to eliminate several of the entries in the index by merely looking at the feature headings. Then the time for locating the articles of interest to a reader will be reduced perhaps to 1/500 of the time needed for searching through all the original periodicals themselves.

8403 ABSTRACTING PERIODICAL

The next point for consideration is reduction of the time needed for actually perusing all the original papers forming the

surviving residue in his field of interest. It is here that a good Abstract effects a further saving. By the use of abstracts, it may be possible for the reader to eliminate many more items in the residue. The particular point sought by him might have been brought out by the residue. If the quality brought out does not warrant it, he need not take pains to look up the original. By the help of an abstracting periodical, the range of originals to be perused by the reader will be reduced to about a half indicated by the bare index. Thus the total time needed is reduced to about 1/1000.

84031 Quality

To give this measure of help, the quality of the Abstract should be of a high order. It should embody in it all the essential information contained in the original article. For example it should:

- 1 Indicate the exact boundary of the subject treated, to the extent to which it is not already indicated by the feature headings;
- 2 Indicate the new thought embodied;
- 3 Indicate new factual data recorded;
- 4 Indicate any new apparatus, diagram or other aid described; and
- 5 Relate it to any other work intimately associated with it.

84032 Quantity

The incorporation in the Abstract of all the information demanded in quality will naturally increase the size of the Abstract—the number of words used. It is not desirable to print in the Abstract more words than can be taken within a comfortable sweep of the eye. The conflict thus arising between quality and quantity should be reconciled in the Abstract.

8404 NEGATIVE CANONS

This reconciliation can be brought about by observing certain negative canons.

- 1 Don't provide any words in the Abstract to give information readily inferable from the feature headings and their sequences.

The Canons of Context (99) and Enumeration (100) should be fully relied upon. The feature headings stand arranged in helpful sequence by their class numbers. But the reader need not know the class numbers. The headings, which are in a natural language, will follow one another in more or less the sequence in which an expert in the subject would be familiar with and appreciate. This mere context of the entry amidst the feature headings carries with it a considerable information intelligible and valuable to an expert reader.

2 Don't provide, by words in the Abstract, information conveyed by the title of the article.

3 Don't give, by words in the Abstract, information going with the name of a well-known author of known standard.

The above canons amount to setting up symbiosis between classified arrangement with adequate feature-headings, the words in the heading, and the title section of the entry on the one hand, and the Abstract on the other.

4 Don't swell the Abstract with words describing in detail the sample used for study—the guinea-pig so to speak.

Normally this will neither be of interest nor necessary. The chief interest is normally only in the method used and the findings arrived at.

5 Don't attempt complete sentences. Use the so-called telegraphic language—without, of course, sacrifice of precision or clarity.

8405 POSITIVE CANONS

6 If the range covered by the article is shorter than the ultimate class under which it is entered, indicate in the Abstract the restricted boundary of the subject.

Classificatory technique has not been sharpened to produce co-extensive class numbers for newly emerging micro thought. Till a self-perpetuating scheme is properly designed, new micro thought will constantly outreach the capacity of classification. The extra intension of the new thought should be defined either by a 'verbal augmentation' of class numbers or by a statement in the Abstract. The former will be more economical.

7 State in the Abstract the primary advance in knowledge contained in the paper.

8 State in the Abstract any other secondary advances, if necessary.

It often happens that a paper may appear in the penumbral region of the Apupa of other disciplines. For example, a paper on the photographic method of studying viscosity may contain information on photographic technique or photographic materials. A Local Abstract, prepared for known clientele, can mask away all such secondary points. But an International Abstract, which has necessarily to be impersonal, cannot do any such masking.

9 Mention in the Abstract any new instrument or technique or nomograph or any other new aid used. Indicate their essential features, if practicable.

This is a very difficult part in the Abstract. It needs much judgement. This may swell the size of the Abstract. This must be guarded against.

10 Give in the Abstract the most outstanding factual data if they are not too many. Otherwise indicate the nature of the data provided.

This also requires considerable judgement. There are certain papers full of tabular statements which it is very difficult to abstract. In such cases, looking up the paper cannot be avoided.

8406 CANON DUE TO TIME FACTOR

11 Pre-natal Abstracting should be done, to minimise time-lag.

Abstracting requires a careful reading of the article. Reading requires time. This time adds to the total time-lag between the release of an article and of its Abstract. A method of reducing the time-lag is for the publisher or the sponsoring authority to send a copy of the galley proof to the abstractor as and when it is ready. The page reference to the entry may be furnished by the latter at forme-proof stage. Therefore we add the above as a desirable canon to be worked upto.

8407 CANONS ABOUT PERSONNEL

12 The author of an article should provide a Synopsis conforming as much as possible to the negative and the positive Canons of Abstracting.

13 A Co-ordinating Abstractor employed by the Abstracting Agency should establish the Abstract, taking the aid of the author's Synopsis.

14 The Abstracting Agency should also have an Expert in Classification. He and the Co-ordinating Abstractor should work in mutual consultation.

84070 Personnel

There are three classes of personnel to consider:

- 1 Author;
- 2 Library expert; and
- 3 Subject expert.

84071 Author

The author knows the subject matter of the article best. His only handicap is that he views the subject from his own personal angle. His abstract may not therefore be always impersonal. Secondly the author is too absorbed in his own speciality to get a mood either to absorb the spirit of the Canons for Abstracting or to implement them. The number of papers written by an author may not ordinarily justify his being asked to pick up sufficient knowledge of abstracting according to the Canons or to acquire facility in applying them correctly. Even if he does, he will not

have occasion to exercise that knowledge sufficiently often to keep it alive. Even otherwise, the various articles will get scattered in regard to Abstracting Agency if the author is made the agency. There should, therefore, be in any case, a co-ordinating person to secure uniformity of standard in the Abstracts.

84072 Library Expert

The Library Expert is perhaps best qualified to understand and implement the largest number of Canons of Abstracting. For it is he that serves the Abstracts to the readers. He knows the qualities expected in them. Even among librarians, one with experience in Reference Service and with a special knowledge of Depth Classification and Cataloguing is best suited to Abstracting Work. His handicap will be in regard to the newly forming specialised micro thought in a region already of very narrow extension. Often the thought will be too new to have been filtered down to a comprehensive book level, to enable the librarian to pick up sufficient familiarity.

84073 Subject Expert

The Subject Expert has got all the handicaps of the author. Perhaps a full-timed abstractor drawn from subject experts can overcome the handicaps connected with the understanding of the spirit and the implementing of the Canons of Abstracting. The only question is whether society can afford to release a really able man with capacity to do creative work in his own subject, to take up abstracting work.

84074 Language

Language not familiar to the abstracting personnel will necessitate bringing in a translator. We are experiencing a great difficulty in this matter. Translation from the ordinary language used by the common man and current in common exposition is different from translation from the technical language used in a specialised subject. Indeed the two languages are quite different, though apparently the same. The risks thereby over-shadowing the province of the translator can perhaps be minimised if the abstracting is done by a subject expert with the language of the article as

mother language and the translator translates only the abstract. This will also tie up helpfully with the Canon of Pre-Natal Abstracting mentioned in Sec 8406.

84075 Interdependence

The Interdependence of Classification and Abstracting should be borne in mind. Many of the Negative Canons can best be observed if the Classification is done earlier. But if the Scheme of Classification admits of co-extensiveness even in the case of Micro Thought, the classifier may need the help of a Subject Expert to decide the last few digits of the Class Number. This will be specially so when the Classifier has to use his autonomy in constructing his own isolate numbers or in adding to their digits, consistent with the Canons of Classification. The Canons mentioned in this Section have taken all this into consideration.

84076 Definition

Perhaps, it is desirable to give here the difference between a Synopsis and an Abstract. It is brought out by the following definitions:—

1 **Synopsis.**—The author's summary of an article in a periodical, published simultaneously with the article itself. Usually, it might have had editorial scrutiny by the editor of the periodical.

2 **Abstract.**—The summary, usually by a professional other than the author, of the essential contents of a work, usually an article in a periodical, together with the specification of its locus—that is, its place of occurrence.

84077 Preliminary Communication

84077 An Abstracting Periodical is thus a medium for the preliminary communication-in-brief of published nascent thought, to enable readers to choose the originals that they should read. It is a joint enterprise of three groups of specialists—classifiers,

cataloguers and abstractors. In this book, we are concerned only with the part of cataloguers.

8408 CATALOGUING RULES

84081 Producers of the Past

Abstracting Periodicals are only a hundred years old. Their number is still less than five hundred. They have been till now produced by specialists in their subjects of coverage, without any experience in Reference Service. Their production has not been based upon any special Catalogue Code. When able people are guided by their own instinct, the result is usually satisfactory. Its very satisfactoriness deters us from noting its faults. So it has been with the production of Abstracting Periodicals.

84082 Consumers of the Past

Hitherto, the consumers of Abstracting Periodicals have been highly organised personalities. They could draw their help even from unhelpful sources. But, today world-wide team-work has become necessary in all fields of research. The team has to draw into itself many persons of lower quartiles in the intellectual scale. To enable them to use Abstracting Periodicals with profit, these should be better produced. Mere dependence on instinct is not sufficient. Guidance by a carefully constructed Catalogue Code is necessary.

84083 Non-Cumulation of Experience

Moreover, the discomfort and lack of helpfulness are experienced with an Abstracting Periodical, only at stray moments by stray individuals. There is no chance for these experiences to be cumulated by the readers themselves. The only persons on whom this experience is more frequently incident and who can cumulate them are the Reference Librarians. It is their duty to pass on to Cataloguers suggestions for improvement in the cataloguing aspect of Abstracting Periodicals. It is such empirical experience in Reference Service that has led to the Rules of this chapter.

84084 Frozen Publication

Apart from an Abstracting Periodical having to be in a printed book form, its Classified Part is frozen unlike that of a National

Bibliography. This is due to the cost of bringing out cumulations of the Classified Part being prohibitive.

84085 Serial Numbers

Therefore it is possible to give Serial Numbers to the Main Entries of an Abstracting Periodical. These Serial Numbers can be used as the Index Numbers in the alphabetical parts, instead of Class Numbers. The use of Serial Numbers as Index Numbers is more elegant and comfortable. Naturally, therefore, the Serial Numbers are to be given the first position in the Main Entry. It is helpful to make the Serial Numbers occupy the position of hanging indentation.

84086 Modifications of Rules

The succeeding Sections of this Chapter indicate the modifications necessary to adapt the Rules of Part 5 to the needs of an Abstracting Periodical.

Examples are given at the end of this chapter.

841 Main Entry

8410 SECTIONS

8410 The Main Entry in an Abstracting Periodical is to consist of a Main Section in larger type and an Abstract Section in smaller type.

8411 MAIN SECTION

84110 The Main Section of a Main Entry in an Abstracting Periodical is to consist successively of the following, written as separate sentences, except that a full stop is not necessary after the Serial Number:—

- 1 Serial Number of the Entry;
- 2 Heading;
- 3 Title Section; and either

- 4 Specification of host document and locus in the case of a Micro Document; or
 - 5 Collation and imprint in the case of a Macro Document.
- 84111 The Serial Number of Main Entry should begin with "1" for each volume.
- 84112 Notwithstanding Rule 51243, the Heading of the Main Entry of a Micro Document is to give the names of all the joint authors even if their number exceeds two.
- 84114 Specification of the host document and locus is to contain the following successively and is to be enclosed in circular brackets:—
- 1 Title of the host periodical, in an intelligible abbreviated form in accordance with an accepted standard such as the one indicated in Section 826 and its subdivisions;
 - 2 the number of the volume of the host periodical;
 - 3 "N" followed by the number of the fascicule;
 - 4 the Number of the Fascicule of the host periodical;
 - 5 comma;
 - 6 Year of the volume of the host periodical;
 - 7 comma;
 - 8 Month or other specification of the fascicule of the host periodical;

91 semicolon; and

92 the number(s) of the page(s) of occurrence
or locus in inclusive notation as prescribed in Section 078.

Categories 3, 4, 7, and 8 may be unnecessary if the volume of the host periodical has continuous pagination.

84115 Specification of collation and imprint in the case of a Macro Document is to be as prescribed in Sections 83123 and 83124.

8412 ABSTRACT SECTION

8412 The Abstract Section is to consist of the Abstract of the Micro Document or an Annotation on the Macro Document as the case may be.

8413 FEATURE HEADING

8413 The Classified Part of an Abstracting Periodical is to be provided with Feature Headings on the analogy of Section 8313 and its sub-sections.

84135 If two or more Main Entries have the same Class Number, they are to be arranged alphabetically among themselves.

8414 TRACING SECTION

8414 Tracing Section is to be omitted in a Main Entry of an abstracting periodical.

842 Cross Reference Entry

- 8420 The Classified Part of an Abstracting Periodical is not to have any Cross Reference Entry, in respect of a Micro Document.
- 8421 If a Micro Document is multifocal, a separate Main Entry is to be given for it under the Class Number of each of its Foci with an Abstract to suit the Class Number concerned.

843 Class Index Entry

- 8431 Class Index Entries are to be given, as prescribed in Part 3 in a completed Volume of an Abstracting Periodical as well as in each fascicule.
- 8432 Class Index Entries are to be printed in an Alphabetical Part of their own.
- 8433 The Second Section of a Class Index Entry is to be omitted in an Abstracting Periodical; and the Heading and the Index Number are to form two sentences in a single Section.
- 8434 Against each Class Index Heading, the Serial Numbers of all the Main Entries under the Class Number concerned are to be given, as Index Number, in Inclusive Notation as prescribed in Section 078.
- 8435 The Serial Numbers of the Main Entries, of which the Class Index Heading is the ultimate Class, are to be in antique type.

844 Cross Reference Index Entry

- 8441 Cross Reference Index Entries are to be given, as prescribed in Part 4, in a completed volume of an Abstracting Periodical as well as in each fascicule.
- 8442 Cross Reference Index Entries are to be printed in the same Alphabetical Part as the Book Index Entries.
- 8443 All the Sections of a Cross Reference Index Entry are to be made different sentences in a single Section.

845 Book Index Entry

- 8451 Book Index Entries are to be given as prescribed in Chapter 55, in a completed volume as well as each of the fascicules.
- 8452 Book Index Entries are to be printed along with Cross Reference Index Entries in an Alphabetical Part of their own.
- 8453 Except in a Series Entry, all the Sections of the Book Index Entry are to be made different sentences in a single Section.
- 8454 In each Book Index Entry the Serial Number of the Main Entry concerned is to be given in antique type as the Index Number.
- 8455 If a Book Index Heading admits of one and only one Serial Number, its second Section is to be omitted.
- 8456 Each Author Entry is to consist only of the name of a single author in its Heading.

- 8457 In the case of a Main Entry with two or more authors, each author is to be given an Author Entry.

846 Classified Index

- 8461 A Classified Index to the Main Entries is to be given in every completed volume of an Abstracting Periodical.

A Classified Index is necessary because there will be as many Classified Sequences as there are fascicules in a completed volume. This is the only means of taking away the unhelpfulness due to the scattering of the Main Entries in any given Class into several fascicules. Classified Index is not necessary in each fascicule, as there is no such scattering in it.

- 8462 The Classified Index is to serve a double purpose as

- 1 the Schedule of Classification; and
- 2 the Classified Index to the Main Entries.

- 8463 The Classified Index is to be printed as the Schedules of Classification are usually printed in Schemes of Classification with all helpful display, typographical variation, and variation in space between lines.

- 8464 Against each Class, the Serial Numbers of all the Main Entries occurring under the Class are to be given in Inclusive Notation as prescribed in Rule 078.

- 8465 The Serial Numbers of the Main Entries of which the Class at the Head of the Classified Index Entry is the ultimate Class, are to be in antique type.

847 Typography and Layout

8471 TYPOGRAPHY

8471 to 8478 The typography for an Abstracting Periodical is to be analogous to that prescribed in Rules 8371 to 8378 for a National Bibliography.

8479 LAYOUT

The Following Lay-out is recommended for each annual volume of an Abstracting Periodical:

- 1 Part 1: How to Find Out;
- 2 Part 2: Book Index Entries along with Cross Reference Index Entries;
- 3 Part 3: Class Index Entries;
- 4 Classified Index of the Entries; and
- 5 The Classified Part or the Text made up successively of the Text in the fascicules issued from time to time.

The Parts 2 to 4 constitute the **Index-Aid** to the Annual Volume.

83791 In each Fascicule, it is sufficient if the Book Index Entries along with Cross Reference Index Entries, and the Class Index Entries are added to the text in separate sequences.

848 EXAMPLE

848 The following example illustrates the Rules on the construction of Entries in an Abstracting Periodical. They also illustrate a possible choice of typography and lay-out.

*Note:—*To fit in with the format of this book, the Index-Aids are printed in two columns and the Classified Part in a single column in the following examples.

PHYSICS ABSTRACTS

PART 2

Book Index Entries

(Examples 416-421)

| | |
|---|--|
| Herzberg (G) 90 | Raman spectra of polyatomic molecules 90 |
| Keshavamurthy (A) 112 | |
| Molecular spectra and molecular structure | Thatté (R P) 112 |
| 2 Herzberg: Infra-red and | -Venkiteshwaran (S P) 112 |
| | Von Keussler (V) 66 |

PART 3

Class Index Entries

(Examples 422-431)

| | |
|-------------------------------------|---|
| Geography 108-118, 203-216 | Physics 12-108, 120-190 |
| Instrument, Upper air 112, 216 | Radiation 38-85, 140-167 |
| Line spectrum 66 | Raman effect, Infra-red, Molecule 90, 100 |
| Molecule, Physics 70-110, 180-183 | Spectroscopy 65-70, 146-148-150 |
| Physical geography 114-118, 214-216 | Upper air 110-118, 203-216 |

PART 4

Classified Index

(Examples 432-441)

| | |
|---|--|
| C Physics 12-108, 120-190 | U Geography 108-118, 203-216 |
| C5 Radiation 38-85, 140-167 | U2 Physical Geography 108-118, 203-216 |
| C5:3 Spectroscopy 65-70, 146-148-150 | U29 Upper air 110-118, 214-216 |
| C5:34 Line Spectrum 66 | U29e Instrument 112, 216 |
| C9B1 Molecule 80-90, 180-188 | |
| C9B1:(C56:38N28) Infra-red, Raman Effect 90 | |

ABSTRACTING PERIODICAL

By Rule 8465, Entry 110 has "Upper air" as its ultimate Class as it is in antique type. But, Entries 111-118, 203-216 are on subdivisions of "Upper air", as they are in Roman type. Similarly, Entry 12 is on "Physics (general)" as it is in antique type. But, Entries 13-108, 120-190 are all on subdivisions of "Physics".

PART 5

Classified Part (Text)

(Examples 442-444)

C PHYSICS

C5 Radiation

C5:3 SPECTROSCOPY

C5:34 Line spectrum

- 66 VON KEUSSLER (V) Über Angleichung der krummung von spektrallinien an eine Konstante Spaltkrümmung. (On the adjustment of the curvature of special lines to a constant slit curvature). (Z astrophys 24; 1948; 252-262).

It is shown how a line of given curvature can be obtained by a suitable choice of slit curvature and geometrical conditions in prism and grating spectrometers.

C9B1 MOLECULE

C9B1:(C56:38N28) Infra-red Raman effect

- 90 HERZBERG (Gerhard). Infra-red and Raman spectra of polyatomic molecules 1950. N Y; D Van Nostrand. (Molecular spectra and molecular structure, 2).

Discusses molecular structure with the aid of the Raman Spectra of Infra-red Radiation.

U GEOGRAPHY

U2 Physical

U29 UPPER AIR

U29e Instrument

- 112 VENKITESHWARAN (S P), THATTE (R P) and KESHAVAMURTHY (A). Fan-type radio meteorography of the India Meteorological Department. (Sc notes, Ind Met Dep 9; 1947; 127-159).

Describes a simple inexpensive radiometeorograph in which the driving mechanism for making successive contacts of the pressure, dry bulb and wet bulb temperature pens is provided by a paper fan which rotates as the meteorograph is carried up by the balloon. Describes the signaller, receiver and recorder and a receiving aerial with which signals can be received more satisfactorily at higher angles than with the usual vertical half-wave aerial. An inexpensive h. t. battery, that is assembled easily just before ascent, is described. Gives the method of computation with the necessary tables.

GLOSSARY OF TERMS

| | |
|-----------------------------|--------------------------|
| Abnormal | सुरक्षणीय |
| Absorption | विलय |
| Accession | परिग्रहण |
| Accession-librarian | परिग्रहीता |
| Accession number | परिग्रहण - समझ |
| Adaptation | प्रकारान्तर |
| Added entry | अतिरिक्त - संलेख |
| Additional | अतिरिक्त |
| Administration | शासन |
| All-through-alphabetisation | वर्ण - केवल - व्यवस्थापन |
| Alphabetical | अनुवर्ण |
| Alphabetical catalogue | अनुवर्ण - सूची |
| Alphabetical index | अनुवर्ण - निर्देशी |
| Alphabetical sequence | वर्ण - क्रम |
| Alphabetisation | वर्ण - व्यवस्थापन |
| Alternative | अवान्तर |
| Alternative name | अवान्तर - नाम |
| Alternative name entry | अवान्तर - नाम - संलेख |
| Alternative title | अवान्तराख्या |
| Amalgamation | एकी - भाव |
| Angle bracket | कोण - कोष्ठक |
| Annotation | विशिष्ट - विवरण |
| Arrangement | व्यवस्थापन |
| Array | पङ्क्ति |

| | |
|---|------------------------------|
| Artificial composite book | विसंगत - पुस्तक |
| Assistant | सहायक |
| Associated book | नैमित्तिक - पुस्तक |
| Associated book note | नैमित्तिक - पुस्तक - अधिसूचन |
| Author | ग्रन्थकार |
| Author analytical | ग्रन्थकार - विश्लेषक |
| Author catalogue | ग्रन्थकार - सूची |
| Author, Corporate | समष्टि - ग्रन्थकार |
| Author Entry | ग्रन्थकार - संलेख |
| Author index entry | ग्रन्थकार - निर्देशि - संलेख |
| Author, Personal | व्यष्टि - ग्रन्थकार |
| Auxiliary | सहाय |
| Auxiliary title | उपाख्या |
| Back of the card | पत्रक - पृष्ठ |
| Bay guide | खात - दर्शक |
| Bibliographer | ग्रन्थ - सूचीकार |
| Bibliography | ग्रन्थ - सूची |
| Bibliography, Analytical | ग्रन्थक - सूची |
| Bibliography of books and periodicals | कृति - सूची |
| Bibliography of periodical publications | सामयिक - सूची |
| Bibliography of periodicals | समुच्चित - सूची |
| Bibliography of serials | आवर्तित - सूची |
| Bibliographying | ग्रन्थ - सूचीकरण |
| Binder | संपुटक |
| Binder's catalogue | संपुटकीय - सूची |
| Binding | संपुटन |
| Binding collection | संपुटन - कक्षा |

| | |
|------------------------|--------------------------|
| Biography | जीवन - चरित |
| Bipartite | द्विभागिक |
| Block | पद - गोष्ठि |
| Block letters | विशिष्ट - लिपि |
| Book | पुस्तक |
| Book, Composite | संगत - पुस्तक |
| Book index entry | पुस्तक - निर्देश - संलेख |
| Book number | पुस्तक - समङ्क |
| Book, Simple | पृथक् - पुस्तक |
| Bookseller's catalogue | विक्रेत्रीय - सूची |
| Bracket | कोष्ठक |
| Bracket, Angle | कोण - कोष्ठक |
| Bracket, Circular | वृत्त - कोष्ठक |
| Bracket, Square | ऋजु - कोष्ठक |
| Call number | क्रामक - समङ्क |
| Call number entry | क्रामक - समङ्क - संलेख |
| Canon | उपसूत्र |
| Card | पत्रक |
| Card catalogue | पत्रक - आकार - सूची |
| Cardinal number | संख्या |
| Catalogue | सूची |
| Cataloguer | सूची - कार |
| Cataloguing | सूची - करण |
| Chain | निश्रेणि |
| Change-of-title note | आख्या - अन्तर - अधिसूचग |
| Characteristic | लिङ्ग |
| Choice | वरण |
| Circular bracket | वृत्त - कोष्ठक |
| City | नगर |

Cla

CLASSIFIED CATALOGUE CODE

| | |
|-----------------------------|-------------------------|
| Class | वर्ग |
| Class index entry | वर्ग - निर्देशि - संलेख |
| Class number | वर्ग - समङ्क |
| Classic | चिरगहन - ग्रन्थ |
| Classification | वर्गीकरण |
| Classificationist | वर्गीकरण - आचार्य |
| Classified catalogue | अनुवर्ग - सूची |
| Classified index | अनुवर्ग - निर्देशी |
| Classified sequence | अनुवर्ग - क्रम |
| Classifier | वर्गकार |
| Closed collection | सुरक्षणीय - कक्षा |
| Closed notation | पूरिताङ्कन |
| Code | कल्प |
| Collaborator | सहकार |
| Collaborator entry | सहकार - संलेख |
| Collation | पत्रादि - विवरण |
| Collection | कक्षा |
| Colon | लघु - विराम |
| Colon Classification | द्विबिन्दु - वर्गीकरण |
| Colon notation | द्विबिन्दु - अङ्कन |
| Colon number | द्विबिन्दु - समङ्क |
| Colophon | पुष्पिका |
| Combination of complexities | जटिलता - मिश्रण |
| Comma | अल्प - विराम |
| Commentator | व्याख्याकार |
| Commentator entry | व्याख्याकार - संलेख |
| Committee | समिति |
| Compilation | संग्रहण |
| Compiler | संग्राहक |

| | |
|-----------------------------|-----------------------------|
| Compiler entry | संग्राहक - संलेख |
| Complex types | जटिल - प्रकार |
| Composite book | संगत - पुस्तक |
| Compound name | समासित - नाम |
| Conference | सम्मेलन |
| Connecting | योजक |
| Connecting symbol | योजक - अङ्क |
| Consecutive | अनुस्यूत |
| Consistent | अनुरूप |
| Consolidated | एकीकृत |
| Continued card | सन्तत - पत्रक |
| Contribution | अंशलेख |
| Contributor | अंशकार |
| Contributor index entry | अंशकार - निर्देशि - संलेख |
| Co-ordinate | समपङ्क्ति |
| Corporate author | समष्टि - ग्रन्थकार |
| Corporate body | समष्टि |
| Corporate name | समष्टि - नाम |
| Court of Law | न्यायालय |
| Criticism | समीक्षा |
| Crooked bracket | वक्र - कोष्ठक |
| Cross reference | विषयान्तर |
| Cross reference entry | अन्तर्विषयि - संलेख |
| Cross reference index entry | नामान्तर - निर्देशि - संलेख |
| Crown | राष्ट्र - पति |
| Cumulative index | समूहक - निर्देशो |
| Current | प्रचलित |
| Dash (the symbol) | ऋजुरेलिका |
| Decimal Classification | दशमलव - वर्गीकरण |

| | |
|---|---------------------------|
| Decimal notation | दशमलव - अङ्कन |
| Decimal number | दशमलव - समङ्क |
| Department | विभाग |
| Dependent body | उपसमष्टि |
| Descriptive | वर्णक |
| Descriptive element | वर्णक - व्यक्ति |
| Dictionary | अनुवर्ण |
| Dictionary catalogue | सर्वानुवर्ण - सूची |
| Digit | अङ्क |
| Directing | देशक |
| Directing element | देशक - व्यक्ति |
| Director | निर्देशक |
| Directory | निर्देशिका |
| District | मण्डल |
| Division | परिभाग |
| Earlier title | पूर्वाख्या |
| Editing | संपादन |
| Edition | आवृत्ति |
| Editor | संपादक |
| Editor entry | संपादक - संलेख |
| Editor index entry | संपादक - निर्देशि - संलेख |
| Editor-of-series entry | माला - संपादक - संलेख |
| Encyclopaedia (generalia) | विश्वकोश |
| Encyclopaedia (of a particular subject) | ज्ञानकोश |
| Entry | संलेख |
| Entry element | संलेख - प्रथम - व्यक्ति |
| Entry word | संलेख - प्रथम - पद |
| Epitome | संक्षेप |

| | |
|------------------------------|-------------------------------------|
| Epitomisation | संक्षेपण |
| Epitomiser | संक्षेपक |
| Executive | मन्त्रि - मण्डल |
| Extract | उद्ग्रहीत |
| Extract note | उद्ग्रहीत - अधिसूचन |
| Extraction note | उद्ग्रहण - अधिसूचन |
| Facet | मुख |
| Facet formula | मुख - परिसूत्र |
| False Link | लक्ष्याभास |
| Fascicule | अवदान |
| Favoured country | इष्ट - देश |
| Favoured language | इष्ट - भाषा |
| Favoured script | इष्ट - लिपि |
| First series | प्रथम - माला |
| First vertical | प्रथमोर्द्धवा |
| Five laws of library science | ग्रन्थालय - शास्त्र - पञ्च - सूत्री |
| Focus | लक्ष्य |
| Forename | नामाद्य - शब्द |
| Formula | परिसूत्र |
| Full stop | पूर्ण विराम |
| Fundamental | मौलिक |
| Gang-way guide | अन्तर्मार्ग - दर्शक |
| Generalia class | समूह - वर्ग |
| Generic title | सामूहिकाख्या |
| Geographical area | क्षेत्र |
| Gestalt theory | रचना - तन्त्र |
| Group | समूह |
| Guide | दर्शक |
| Guide card | दर्शक - पत्रक |

| | |
|-------------------------|--------------------------|
| Half title | उपाख्या |
| Heading | शीर्षक |
| Head-quarters | केन्द्र |
| Helpful sequence | अनुकूल - क्रम |
| Hereditary | आनुवंशिक |
| Homonym | एकनामानि |
| Honorific word | मानपद |
| Horizontal line | समरेखा |
| Illustrator entry | चित्रकार - संलेख |
| Imprint | मुद्रणाङ्क |
| Inclusive notation | समावेशाङ्कन |
| Independent | स्वतन्त्र |
| Index | निर्देशि |
| Index entry | निर्देशि - संलेख |
| Individualisation | व्यक्ति - साधन |
| Individualised | व्यक्ति - सिद्ध |
| Individualising | व्यक्ति - साधक |
| Individualising element | व्यक्ति - साधक - व्यक्ति |
| Initial | अग्राक्षर |
| Initonym | अग्राक्षरनाम |
| Institution | संस्था |
| Integer | पूर्ण - समङ्क |
| Inter-dependent | अन्योन्य - तन्त्र |
| Interrupted publication | व्याहृत - प्रकाशन |
| Inventory | अस्तित्व - पत्र |
| Inverted commas | उद्धार - कोष्ठक |
| Irregular | निरवधि |
| Issue (of periodicals) | अवदान |
| Joint author | सह - ग्रन्थकार |

| | |
|--------------------------|-----------------------------------|
| Joint author entry | सह - ग्रन्थकार - संलेख |
| Joint author index entry | सह - ग्रन्थकार - निर्देशि - संलेख |
| Joint corporate author | सह - समष्टि - ग्रन्थकार |
| Joint editor | सह - संपादक |
| Joint personal author | सह - व्यष्टि - ग्रन्थकार |
| Judiciary | न्यायविभाग |
| Jurisdiction | अधिकार - क्षेत्र |
| Label entry | सजाति - नाम - संलेख |
| Last | अन्त्य |
| Later title | पराख्या |
| Law (as hypothesis) | सूत्र |
| Leading line | अग्ररेखा |
| Leading section | अग्रानुच्छेद |
| Learned society | विद्वत् - परिषद् |
| Librarian | ग्रन्थालयि |
| Library | ग्रन्थालय |
| Library catalogue | ग्रन्थालय - सूची |
| Library hand | ग्रन्थालय - लिपि |
| Link | लक्ष्य |
| Local variation | स्थान - विभेद - जनित |
| Main class | प्रधान - वर्ग |
| Main entry | प्रधान - संलेख |
| Major series | प्रधान - माला |
| Memorial | स्मारक |
| Micro document | ग्रन्थक |
| Minor series | उपमाला |
| Monograph | एक - आत्मक |
| Multifocal | अनेक - लक्ष्यक |
| Multiple heading | अनेक - शीर्षक |

| | |
|---------------------------|--------------------------------|
| Multiple series note | अनेक - माला - अधिसूचन |
| Multi-volumed | अनेक - संपुटक |
| Multi-volumed simple book | अनेक - संपुटक - पृथक् - पुस्तक |
| Museum | पुरातन - प्रदर्शन |
| New series | नव - माला |
| Notation | अङ्कन |
| Note | अधिसूचन |
| Number | समङ्क |
| Number, Cardinal | संख्या |
| Number (of a periodical) | अवदान |
| Number, Ordinal | क्रामक - समङ्क |
| Off-print | उन्मुद्रण |
| Open access | आसङ्ग |
| Open notation | अपूरिताङ्कन |
| Ordinal number | क्रामक - समङ्क |
| Ordinary composite book | सुसंगत - पुस्तक |
| Ordinary letter | सामान्य - लिपि |
| Organ (medium) | विचार - वाहक |
| Organisation | संघटन |
| Original work | मूल - कृति |
| Over-sized | महाकार |
| Pamphlet | पुस्तिका |
| Pamphlet collection | पुस्तिका - कक्षा |
| Parody | व्यनुकार |
| Part | भाग |
| Particular | विशिष्ट |
| Penultimate | उपान्त्य |
| Periodical | समुच्चित सामयिकः |
| Periodical publication | सामयिक |

| | |
|---------------------------|-----------------------------|
| Personal author | व्यष्टि - ग्रन्थकार |
| Personal name | व्यष्टि - नाम |
| Personnel | कर्तृ - गण |
| Phase | आश्लेष |
| Phased | आश्लिष्ट |
| Phase relation | आश्लेष - सम्बन्ध |
| Phrase | वाक्यांशक |
| Principle | न्याय |
| Printer | मुद्रक |
| Printer's catalogue | मुद्रकीय - सूची |
| Procedure | प्रक्रिया |
| Process | सरणि |
| Pseudonym | कल्पित - नाम |
| Pseudonym—real name entry | कल्पित - तथ्य - नाम - संलेख |
| Pseudo-series | कल्पित - माला |
| Publisher | प्रकाशक |
| Publisher's catalogue | प्रकाशकीय - सूची |
| Punctuation mark | विराम - चिह्न |
| Reader | सेव्य |
| Real name | तथ्य - नाम |
| Receptacle | आधार |
| Reference librarian | अनुलयी |
| Reference service | अनुल्य सेवा |
| Regulation | नियम |
| Rendering | उपकल्पन |
| Reprint | उन्मुद्रण |
| Reprinted | पुनर्मुद्रित |
| Reserved collection | निहित - कक्षा |
| Respective | प्रातिस्विक |

| | |
|--------------------------|----------------------------|
| Reviser | संशोधक |
| Routine | परिपाटी |
| Rule | धारा |
| Scheme | पद्धति |
| Second favoured language | द्वितीय - इष्ट - भाषा |
| Second series | द्वितीय - माला |
| Second vertical | द्वितीयोर्ध्वा |
| Secondary element | संलेख - प्रथमेतर - व्यक्ति |
| Secondary name | उपनाम |
| Section | अनुच्छेद |
| Semicolon | लघुतर - विराम |
| Separate | उन्मुद्रण |
| Sequence | कक्षा |
| Serial | आवर्तित - सामयिक |
| Serial number | माला - समङ्क |
| Series | माला |
| Series entry | माला - संलेख |
| Series index entry | माला - निर्देशि - संलेख |
| Series note | माला - अधिसूचन |
| Set | संघात |
| Schedule | तालिका |
| Shelf | फलक |
| Shelf arrangement | पुस्तक - व्यवस्थापन |
| Shelf-guide | फलक - दर्शक |
| Shelf-register | पुस्तक - क्रम - पञ्जिका |
| Shelf-register-card | पुस्तक - क्रम - पत्रक |
| Shelf work | व्यवस्थापन - कार्य |
| Short title | लघु - आख्या |
| Significant link | सार्थक - लक्ष्य |

| | |
|-------------------------------|---------------------------|
| Simple book | पृथक् - पुस्तक |
| Single-volumed | एक - संपुटक |
| Sought link | वाञ्छित - लक्ष्य |
| Special cross reference entry | विशेष - विषयान्तर - संलेख |
| Specific | विशिष्ट |
| Specific subject | विशिष्ट - विषय |
| Specification | निर्धारण |
| Splitting | विच्छेद |
| Square bracket | ऋजु - कोष्ठक |
| Staff | कर्तृ - गण |
| Standard card | मानित - पत्रक |
| State | प्रदेश |
| Sub-class | उपवर्ग |
| Subdivision of a department | उपविभाग |
| Subheading | उपशीर्षक |
| Subject analytical | विषयान्तर - संलेख |
| Subject catalogue | विषय - सूची |
| Subject heading | विषय - शीर्षक |
| Subject matter | प्रतिपाद्य - विषय |
| Subject sub-heading | विषय - उपशीर्षक |
| Subordinate | परंपरित |
| Successive | क्रमागत |
| Supplement | अनुगत |
| Surname | वंश - ना |
| Symbol | सङ्केत - चिह्न |
| Table | पत्रक - दर्शक |
| Tag | ग्रन्थ - दर्शक |
| Taluk | उपमण्डल |
| Temporary collection | अस्थायि - कक्षा |

Ter

CLASSIFIED CATALOGUE CODE

| | |
|----------------------------------|----------------------------|
| Term | पद - व्यक्ति |
| Theory | सिद्धान्त |
| Thesis | प्रामिति |
| Thought, embodied | ग्रन्थ |
| Tier-guide | भूमि - दर्शक |
| Title | आख्या |
| Title (decoration) | विरुद |
| Title entry | आख्या - संलेख |
| Title index entry | आख्या - निर्देशि - संलेख |
| Title-page | आख्या - पत्र |
| Title-page, Back of the | आख्या - पत्र - पृष्ठ |
| Translator | भाषान्तरकार |
| Translator entry | भाषान्तरकार - संलेख |
| Transliteration | लिप्यन्तरीकरण |
| Tray | पात्रक |
| Under-sized | अल्पाकार |
| Unifocal | एक - लक्ष्यक |
| Unipartite | एक - भागिक |
| Unique | अद्वय |
| Unit | मात्रा |
| Unit card system | ऐकिक - पत्रक - पद्धति |
| Unsought link | अवाञ्छित - लक्ष्य |
| Variant - form - of - word entry | रूप - अन्तर - संलेख |
| Verso | पत्र - पृष्ठ |
| Village | ग्राम |
| Volume | संपुट |
| Volume-number | संपुट - समङ्क |
| Volume-numbering | संपुट - अङ्कन |
| Volume periodicity note | संपुट - समयान्तर - अधिसूचन |
| Who's who | नाम वृत्त |

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Note 1: The Number of Section, which comes immediately after the serial number, is the Number of the Section in this book in which the reference to the book listed occurs.

Note 2: The following contractions are used:

| | | |
|----------------|---|--|
| Administration | = | RANGANATHAN (S R): Library administration, 1935, (Madras Library Association, publication Series, 5). |
| A L A | = | AMERICAN LIBRARY ASSOCIATION, CATALOGUING AND CLASSIFICATION (Division of—): A L A Cataloguing rules for author and title entries, ed 2, 1949. |
| CC | = | RANGANATHAN (S R): Colon classification, ed 5, 1957, (Madras Library Association, publication series, 22). |
| CCC | = | RANGANATHAN (S R): Classified catalogue code, ed 1, 1934, (Madras Library Association, publication series, 4). |
| Five Laws | = | RANGANATHAN (S R): Five laws of library science, ed 2, 1957, (Madras Library Association, publication series, 23). |
| Heading | = | RANGANATHAN (S R): Heading and canons, a comparative study of five catalogue codes, 1955. |
| Prolegomena | = | RANGANATHAN (S R): Prolegomena to library classification, ed 2, 1957. |
| Pruss Instruc | = | OSBORN (Andrew D), <i>Tr</i> : Prussian instructions, rules for the alphabetical catalogues of the Prussian libraries, 1938. |
| RDC | = | CUTTER (C A): Rules for a dictionary catalogue, 1904. |
| Theory | = | RANGANATHAN (S R): Theory of library catalogue, 1938, (Madras Library Association, publication series, 7). |
| 1 Sec 0111 | | ALA. |
| 2 Sec 0113 | | CC, ed 1, 1933. |
| 3 Sec 0125 | | Theory. |
| 4 Sec 014 | | Heading. |
| 5 Sec 014 | | RDC. |
| 6 Sec 014 | | Pruss Instruc. |

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- | | | | |
|----|-----|------|---|
| 7 | Sec | 014 | SHANAHAN (Thomas J) etc, <i>Tr: Rules for the catalogue of printed books</i> , 1948. |
| 8 | Sec | 0171 | CCC. |
| 9 | Sec | 0171 | SAYERS (W C Berwick): <i>Manual of classification</i> . |
| 10 | Sec | 0172 | CCC, ed 2, 1945. |
| 11 | Sec | 0172 | Theory. P 354-366. |
| 12 | Sec | 0172 | CCC, ed 2, 1945. Rule 0624. |
| 13 | Sec | 0173 | CCC, ed 3, 1951. Sec 88. |
| 14 | Sec | 0173 | CCC, ed 3, 1951. Chap 91. |
| 15 | Sec | 0173 | CCC, ed 3, 1951. P 374-389. |
| 16 | Sec | 0173 | RANGANATHAN (S R) and NAGAR (Murari Lal): <i>Anuvarga-suchi-kalpa</i> . 1952. |
| 17 | Sec | 020 | Theory. P 60-75. |
| 18 | Sec | 020 | Heading. Sec 33. |
| 19 | Sec | 0215 | RANGANATHAN (S R): <i>Social bibliography: Physical bibliography for librarians, authors, and publishers</i> . 1952. (University of Delhi publications, library science series, 4). Sec 44. |
| 20 | Sec | 022 | ALA. Rule 92. |
| 21 | Sec | 022 | Pruss Instruc. Part 3. |
| 22 | Sec | 0224 | CC. |
| 23 | Sec | 0228 | Prolegomena. |
| 24 | Sec | 0234 | CCC, ed 3, 1951. Rule 1252. |
| 25 | Sec | 0247 | Theory. P 114-118. |
| 26 | Sec | 0251 | RDC. |
| 27 | Sec | 026 | CCC, ed 3, 1951. Chap 7 to 8. |
| 28 | Sec | 0272 | Five Laws. Chap 2. |
| 29 | Sec | 0281 | Heading. Sec 338. |
| 30 | Sec | 0316 | Five Laws, ed 1, 1931. |
| 31 | Sec | 0316 | Five Laws. Chap 8. |
| 32 | Sec | 032 | JHALAKIKAR (Bhim charya): <i>Nyayakosha</i> , ed 2, 1893. |
| 33 | Sec | 0321 | RANGANATHAN (S R) and SIVARAMAN (K M): <i>Classification of allusion books</i> . (Modern librarian, 7, 1937, 127-133). |
| 34 | Sec | 0352 | RANGANATHAN (S R): <i>Library catalogue: Fundamentals and procedure</i> . 1950. (Madras Library Association, publication series, 15). Sec 8242. |
| 35 | Sec | 0357 | UNITED NATIONS, PUBLIC INFORMATION (Department of—): <i>United Nations library service</i> . 1948. P 7 and 11. |
| 36 | Sec | 0358 | Pruss Instruc. Rule 23. |
| 37 | Sec | 0363 | Administration. P 369-370. |
| 38 | Sec | 0363 | RANGANATHAN (S R) and SIVARAMAN (K M): <i>Library manual</i> . 1950. Sec 4627. |

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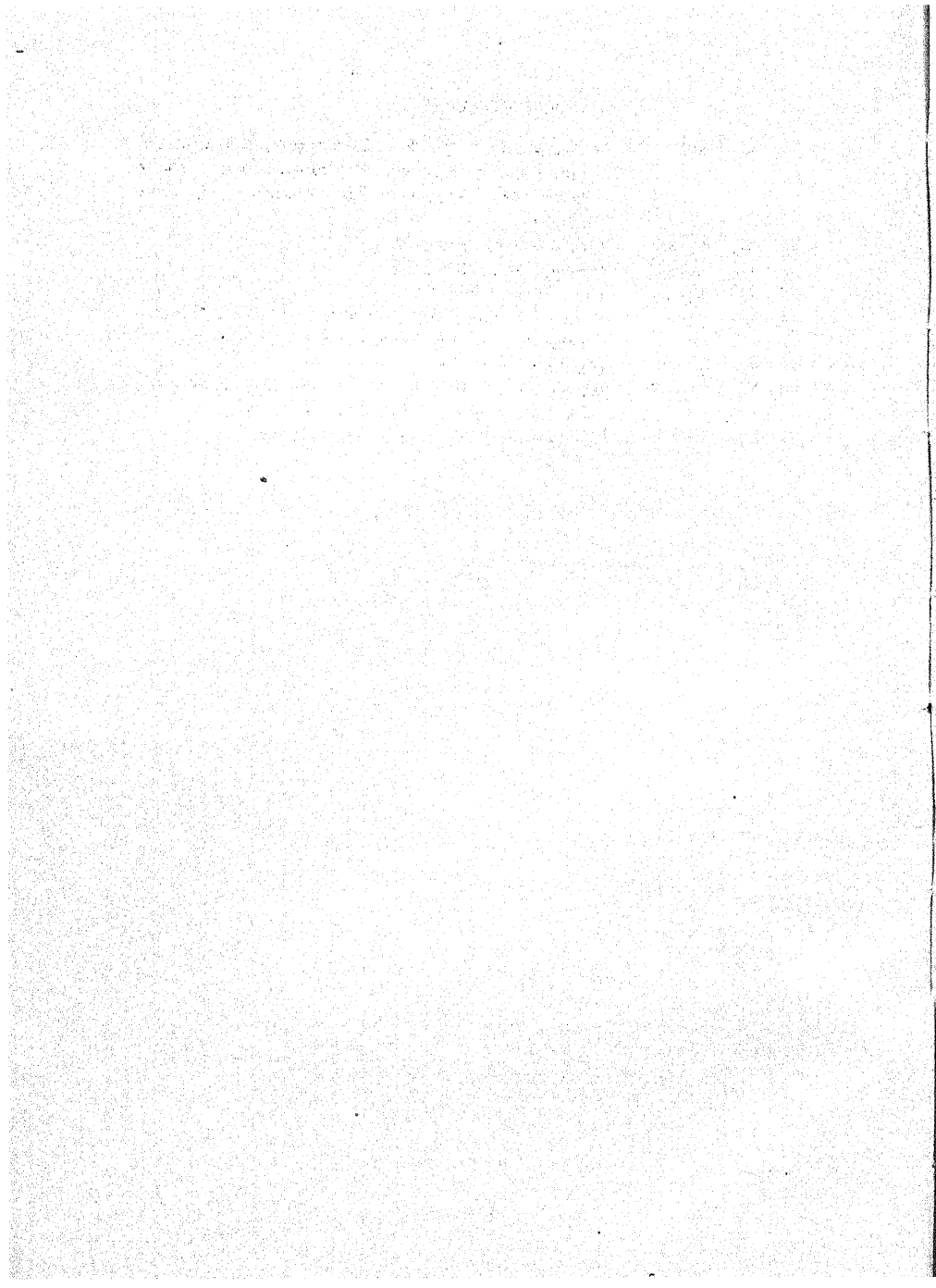
- | | | |
|----|-----------|--|
| 39 | Sec 061 | Five Laws. Sec 53, 534, 64, 643. |
| 40 | Sec 061 | RDC. P 12. |
| 41 | Sec 070 | Five Laws. Sec 72. |
| 42 | Sec 0703 | Theory. Chap 62. |
| 43 | Sec 07914 | Administration. Sec 81. |
| 44 | Sec 07914 | RANGANATHAN (S R): School and college libraries. 1942. (Madras Library Association, publication series, 11). Sec 551 <i>et seq.</i> |
| 45 | Sec 0821 | RANGANATHAN (S R): Alphabetical arrangement, A survey of basic principles. (I S I bulletin, 2, 1950, 66-73). |
| 46 | Sec 08243 | Theory. Chap 64. |
| 47 | Sec 13234 | Theory. P 294. |
| 48 | Sec 13398 | RANGANATHAN (S R): Document, conventional and non-conventional. (Annals of library science, 3, 1956, 22-32). |
| 49 | Sec 1522 | RANGANATHAN (S R) and SUNDARAM (C): Reference service and bibliography. 1940. (Madras Library Association, publication series, 9). Part 4. |
| 50 | Sec 1523 | RANGANATHAN (S R): Indian national bibliography. (Annals of library science, 4, 1957, 65-72). |
| 51 | Sec 1523 | WELLS (A J): British national bibliography; (Annals of library science, 4, 1957, 73-89). |
| 52 | Sec 1572 | Five Laws. Sec 4781, 531-534, 64, 643-646. |
| 53 | Sec 1572 | Theory. Chap 32 and 33. |
| 54 | Sec 181 | RANGANATHAN (S R): Rendering of Asian names. |
| 55 | Sec 262 | RDC. 1904. Rules 226 and 227. |
| 56 | Sec 3421 | Prolegomena. Sec 174. |
| 57 | Sec 357 | Prolegomena. Sec 171. |
| 58 | Sec 360 | Prolegomena. Sec 152. |
| 59 | Sec 360 | Prolegomena. Sec 1881. |
| 60 | Sec 360 | Prolegomena. Sec 1882. |
| 61 | Sec 3D401 | Prolegomena. Sec 811. |
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| 63 | Sec 421 | Theory. Chap 12. |
| 64 | Sec 5101 | RDC. P 34. |
| 65 | Sec 5103 | Theory. Chap 01 and 02. |
| 66 | Sec 5107 | Five Laws. Sec 687. |
| 67 | Sec 5109 | Theory. Chap 63 and 64. |
| 68 | Sec 5140 | QUINN (J Henry) and ACOMB (H W): Manual of cataloguing and indexing. P 104. |
| 69 | Sec 55232 | Five Laws. Sec 532. |

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- 70 Sec 6165 Theory. Chap 31.
- 71 Sec 731 AMERICAN JOURNAL of science and arts, 92, 1866, 138.
- 72 Sec 7422 PHYSICAL THERAPEUTICS, 14, 1926, 56-57.
- 73 Sec 7427 Five Laws. Sec 1723.
- 74 Sec 752 SCHOOL AND society, 28, 1928, 529.
- 75 Sec 752 AMERICAN EDUCATION, 32, 1928, 148.
- 76 Sec 7Y5 GARDE (P K): Directory of reference books published in Asia, 1956. (Unesco bibliographical handbooks, 6).
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- 80 Sec 8012 BRUMMEL (L): Union catalogues, their problems and organisation. 1956. (Unesco bibliographical handbooks, 5).
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- 82 Sec 8015 Heading. Chap 8.
- 83 Sec 802 RANGANATHAN (S R) etc: Union catalogue of learned periodical publications in South Asia, V 1 Physical and biological sciences. 1953. (Indian library Association, English series, 7).
- 84 Sec 8033 WELLS (A J): British national bibliography. (Annals of library science, 4, 1957, 73-89).
- 85 Sec 8034 INDIAN NATIONAL bibliography, Experimental fascicule (Decimal sequence). 1957.
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- 93 Sec 81144 CC. Part 2, chap 1.
- 94 Sec 818 EGGER (E): Berghoeffler system for union catalogue, (Annals of library science, 4, 1957, 58-61).
- 95 Sec 83021 Heading. Sec 932.
- 96 Sec 83021 WELLS (A J): British national bibliography, Sec 72. (Annals of library science, 4, 1957, 83).
- 97 Sec 83132 Prolegomena. Sec 174.



INDEX

Note 1: The index number against each item is the number of the Chapter or the Section of its occurrence in the text.

Note 2: The following abbreviations are used:

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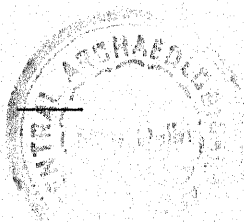
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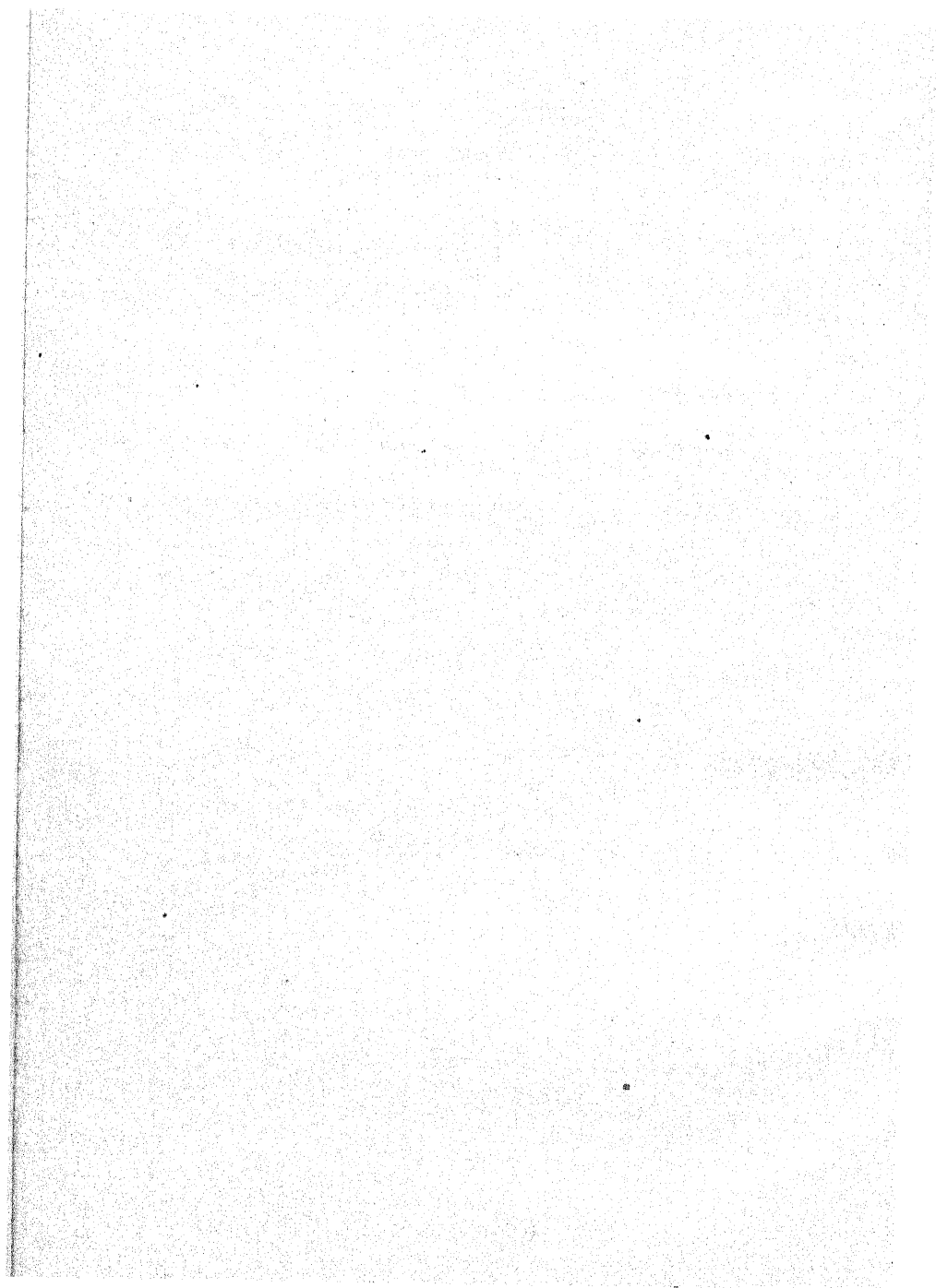
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SYMPOSIA AND PERIODICALS ED BY

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